

USERS GUIDE FOR THE NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS) INVENTORY SYSTEM

Release 4.0

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Space Administration

George C. Marshall Space Flight Center
Huntsville, AL 35812

USERS GUIDE FOR THE
NEMS INVENTORY SYSTEM
RELEASE 4.0

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**NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
GEORGE C. MARSHALL SPACE FLIGHT CENTER
HUNTSVILLE, ALABAMA**

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1. OVERVIEW OF THE INVENTORY SUBSYSTEM

1.1 OVERVIEW OF INVENTORY

The NEMS Inventory Subsystem is a standard Agencywide online automated inventory system designed to conduct a NASA triennial equipment inventory. The intent of the Inventory Subsystem is to simplify, standardize, and reduce the cost and time of manual equipment inventory by providing a single NASA system for equipment management.

Responsibility for inventorying the items is assigned to each installation's inventory team. Each installation designates the inventory team for a complete physical inventory of controlled equipment. This requires a total sighting and recording of all controlled items, including those that meet the criteria for control but are unrecorded on the equipment file. Inventory personnel will first open the inventory and generate the two (2) pre-inventory reports so that the custodian accounts or grid locations can be scheduled for inventory.

The Inventory Subsystem provides the NASA Equipment Management Organization with many capabilities designed to speed the inventory and reduce the cost of manual inventory. Manual inventory process is one of the most labor intensive and tedious requirements of Equipment Management. To ease this requirement the portable, hand-held terminals (portable bar code readers) (PBCR's) with optical wand or laser gun will read what is bar-coded on a label attached to the equipment. The data accumulated in the portable terminal is transmitted to the computer and used to update the installation's data base.

Online updating is performed on the local installation's data base with the matched inventory records to keep the data base as up to date as possible.

Online query and Ad Hoc report generation capability for the inventory team and other users of the system provide quick and easy access to more complete equipment information and permit a reduction in paper requirements. These capabilities reduce the need for a variety of forms and procedures.

2. GETTING INTO THE SYSTEM

2.1 DESCRIPTION

The Inventory data base is managed by ADABAS, a data base management system (DBMS) vendored by Software A. G. The files that comprise the Inventory data base are:

1. Inventory File - This file contains information pertaining to an Initial Open Inventory and Open Accounts/Locations. There is one Open Inventory record for each installation or subinstallation, and one record for each Custodian Account/Location. Also, this file stores the 'Matched' and 'Underage' Discrepancy records.
2. Bar Code File - This file contains the bar code records uploaded from the personal computer (PC) floppy, which were scanned using the PBCR. Also this file stores the Overage Discrepancy records. The records belonging to a centerwide account or a related subaccount are also held for future processing. Records scanned belonging to other accounts are also held until that account is processed.
3. Status File - This file contains 'to date' information pertaining to each opened, processed or closed Custodian Account/Location. There are four (4) different types of records for storing this information.
4. Apart from these three Inventory files, the Inventory data base is linked to five NEMS files.
 - NEMS-EQUIPMENT
 - NEMS-DAILY-TRANS
 - NEMS-HISTORY
 - NEMS-TABLE
 - NEMS-REPORTS

The Inventory Online Subsystem is comprised of five functions. A user may have access to all or part of a function, or may not have access to a particular function at all. The user identification (USERID) to use the Inventory Subsystem is assigned by the NEMS data base administrator (DBA) or NEMS programmer. Access to inventory functions are controlled through authority levels. The five online functions are:

1. Inventory Open/Close -
 - A. Inventory Open - This function allows the user to open the triennial inventory cycle and indicate whether the inventory will be processed by Location or Custodian Account. This function is selected only once in the three year cycle.
 - B. Inventory Close - This function allows the user to close the triennial inventory cycle. This function is selected only once.
2. Inventory Account/Location Activity -

- A. Open Account/Location - This function allows the user to open a Custodian Account/Location to be inventoried. The account may be a centerwide, main or subaccount. Location would be a Grid Location.
 - B. Upload/Delete Account/Location - This function allows the user to upload bar code data for an open Account/Location to the Bar Code file, view that data, or delete that data if the upload was in error.
 - C. Process/Close Account/Location - This function allows the user to select an Account/Location to be processed or closed. Both options are processed in batch mode.
- 3. Inventory Status - This function allows the user to view information stored in the Inventory data base via pre-programmed requests.
 - 4. Inventory Transactions - This function allows the user to work off the discrepancies using the Inventory transactions. Each transaction is edited and applied online to the NEMS Equipment file.
 - 5. Inventory Reports - This function allows the user to submit pre-programmed reports for overnight (batch) processing. The reports are produced on hard copy paper. Reports can be submitted on-request for a one-time-only run.

The Inventory Online Subsystem is menu-driven with formatted screens. The user enters information that determines which screen will appear next, or enters data necessary to correct the discrepancies.

2.2 INVENTORY MAIN MENU

USER-ID: XXXXX PROGRAM: INV000P1	NASA EQUIPMENT MANAGEMENT SYSTEM (INVENTORY SUBSYSTEM) - INSTALLATION NAME -	DATE: MM/DD/YY TIME: HH:MM:SS
NEMS INVENTORY SUBSYSTEM MAIN MENU		
ENTER FUNCTION OR 'X' TO EXIT: _____		
1. CLOSE INVENTORY		
2. INVENTORY ACCOUNT ACTIVITY		
3. INVENTORY STATUS		
4. INVENTORY TRANSACTIONS		
5. INVENTORY REPORTS		
INVENTORY OPENED: YY/MM/DD		

Purpose:

The Inventory Main Menu displays the functions available to the user.

Called from screen:

This screen is called by the Inventory Driver. This is invoked by the NATURAL Start Up task.

Calls screens:

1. At present there are five functions which the user may be authorized to use. They are:
 - A. Inventory Open/Close
 - B. Inventory Account/Location Activity
 - C. Inventory Status
 - D. Inventory Transactions
 - E. Inventory Reports

Upon completion, these functions return to the Inventory Main Menu.

2. Upon completion, this screen exits ADABAS/NATURAL.

Instruction steps:

Step 1: The screen will appear with a list of functions. Enter the number corresponding to the function you wish to access or enter an 'X' to exit the subsystem.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Edit criteria:

Valid Function or 'X'.

2.3 NAVIGATION

The NEMS Online System is designed as a 'tree' structure. This refers to the method of moving (navigating) from one menu or screen to another. You start at a single point (the NEMS Main Menu) and proceed down a branch to another menu that branches until you are at the desired function. You return from that function back through the menus until you reach the Main Menu, then take a different branch to perform another function. You only exit the system from the Main Menu.

An alternative method of navigation is the 'Direct Command'. With this method you are permitted to access a destination one, two, or in some cases, three levels deep in the menu 'tree' with a single command. The Direct Command is invoked at the same place navigation is currently controlled: any place you select a menu option, exit from a menu or function, and any place you may cancel from a function. There is direct navigation through the intermediate menus.

The syntax for the direct command is '=A.BB.CC' where the equal sign '=' designates the value as a direct command. The first 'tree' level is identified by the 'A', a delimiter, '.', followed by the second level and third level (where applicable) follow. The values for the levels correspond to the values on that level of menu. The first level corresponds to the Main Menu options. The second level corresponds to the specific options available to the option designated by the first level. The same applies to the third level. Simply, think of it as stacking your selections when moving down the menu tree. As an example, the Equipment File Ad Hoc By ECN (equipment control number) is Option 3 of the Ad Hocs. The Ad Hocs are Option 1 of the Main Menu. If you wish to Ad Hoc an Equipment record, enter the direct command '=1.3'. To Ad Hoc the User Number Table, you may navigate there directly by entering '=1.9.090'; the Ad Hocs are Option 1 of the Main Menu, the Table Ad Hoc Menu is Option 9 of the Ad Hocs, Table 090 is Option 090 of the Table Ad Hoc Menu. To access an Add Transaction enter '=2.A'. The options available to each user depend upon their USERID profile and may not be the same for everybody. For instance, if you did not have Ad Hoc Authority and wanted to access an Add Transaction your direct command would be '=1.A' since the Equipment Update Transaction Menu would be Option 1 of your Main Menu.

The intent of the direct command is to permit shortcuts on navigation through the menus. You are permitted to access any menu for which you are authorized down to the level where a data value (like an ECN) would have to be entered, or where an update could take place. In most cases this is two levels: '=1.4' for Equipment File Ad Hoc by Field, '=3.3' for Altering Currently Scheduled Reports, '=4.078' for Updating the Custodian Account Number Table, '=2.D' for

Selecting a Delete Transaction. In a few cases, three levels of navigation are permitted: '=3.2.140' for Scheduling Report 140 to run on request, '=1.9.102' for Performing an Ad Hoc on the Building Number Table.

Assuming that you have the authority for Ad Hocs, Equipment File Updates, Reports and Table Updates, here are a few examples:

<u>Command</u>	<u>Result</u>
=2.A	You will be in the Equipment File Update Menu for Add Transactions
=4.090	This command will take you to the User Number Table Update Screen
=1.9.40	You will go to the MFG Code Table Ad Hoc where you will be requested to select an option and a range of values
=3.2.140	You will be taken to the Report 140 Parameter Entry Screen

There is one special direct command available:

<u>Command</u>	<u>Result</u>
=Q	This command will take you out of NEMS. The result is the same as entering and 'X' on the Main Menu. You would either exit NATURAL or receive the 'NEXT' prompt.

3. INVENTORY OPEN/CLOSE FUNCTION

3.1 DESCRIPTION

This function allows the user to open the NASA triennial inventory cycle. Once the inventory is opened, it can be closed any time for that installation or sub-installation. If the inventory has been opened, the date it was opened will be displayed on the Main Menu Screen and that option will not be available.

Two pre-inventory summary reports are available from this function - By Custodian Account Number/Location (Grid) and Location (Equipment). The user may request these reports before opening the inventory.

3.2 INVENTORY OPEN SCREEN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: INVOPNP1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	

INVENTORY OPEN SCREEN

ENTER FUNCTION OR 'X' TO EXIT: _____

1. CUSTODIAN ACCOUNT
2. LOCATION

PRINT PRE-INVENTORY REPORTS? (Y/N) DEFAULT IS 'N': N

Purpose:

To allow the user to open the triennial inventory cycle.

Called from screen:

This screen is called by the Inventory Main Menu.

Calls screens:

This screen calls the Inventory Main Menu.

Instruction steps:

Step 1: Enter valid function.

Enter 'Y' or 'N' for reports

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen. Read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'X' or a direct command in the Exit Field.

Press the 'ENTER' key.

Edit criteria:

- A. The inventory must not be opened.
- B. Inventory process
 - 1. Inventory by Custodian Account
 - 2. Inventory by Grid Location
- C. Report
 - 1. 'Y' to generate the pre-inventory reports
 - 2. 'N' for no report

3.3 INVENTORY CLOSE FUNCTION

The Inventory Close Function is entered by selecting the close option from the Inventory Main Menu. A Close Inventory record is written on the Inventory File. This request is processed during batch overnight processing. Through this processing all the records are deleted from the Inventory, Bar Code and Status File.

3.4 INVENTORY CLOSE SCREEN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: INVCLSP1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	
	INVENTORY CLOSE SCREEN	
	INVENTORY OPENED: YY/MM/DD	
	PRESS ENTER TO SCHEDULE CLOSE 'X' TO EXIT: _____	

Purpose:

To allow user to close the triennial inventory cycle.

Instruction steps:

Step 1: Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'X' or a Direct Command in the Exit field.

Press the 'ENTER' key.

Edit criteria:

A. All records do not have to be inventoried in this cycle.

B. Custodian Accounts/Locations may be open or closed for inventory.

4. INVENTORY ACCOUNT/LOCATION ACTIVITY FUNCTION

4.1 INVENTORY ACCOUNT/LOCATION ACTIVITY MENU

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: INVACTP1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	

INVENTORY ACCOUNT ACTIVITY SELECTION MENU

ENTER FUNCTION OR 'X' TO EXIT: _____

1. SELECT ACCOUNT
2. UPLOAD/DELETE ACCOUNT
3. PROCESS/CLOSE ACCOUNT

4.2 SELECT ACCOUNT/LOCATION FUNCTION

This function allows the user to open an account or location for inventory. An account maybe centerwide, main or a sub-account to a main account.

The centerwide accounts are those with equipment items in various locations across the installation. If the records are scanned for a main account but belong to a centerwide account, the records are held on the Bar Code file until the centerwide account is ready to be processed. The Status Screen will display the held record information. Only two (2) centerwide accounts are allowed to be open at on time. Once a centerwide account has been opened, it may not be deleted or changed. Centerwide accounts may be uploaded and processed at any time, but one centerwide account must be completed before another centerwide account can be opened.

A main account is the Custodian Account Number which is assigned to a custodian and is being physically inventoried. If a main account is opened with sub-accounts, up to five (5) sub-accounts are allowed. When a main account is processed against the Equipment file, if it has any sub-accounts attached to it, the first sub-account will be automatically made the main account and any remaining sub-accounts are 'passed' to the new main account as sub-accounts.

The sub-accounts are those which share the physical location with another main account. A sub-account must be attached to a main account. The sub-accounts may be opened (attached) to a main account at any time. The only restriction is that a main account can store up to five (5) sub-accounts. The first sub-account is made a main account as the main account is processed.

Location is a grid location to which equipment is being physically inventoried for one or more custodians.

4.2.1 **SELECT ACCOUNT MENU**

USER-ID: XXXXX PROGRAM: INVSELP1	NASA EQUIPMENT MANAGEMENT SYSTEM (INVENTORY SUBSYSTEM) - INSTALLATION NAME - INVENTORY ACCOUNT SELECTION MENU CENTER-WIDE ACCOUNT: _____ MAIN ACCOUNT: _____ SUB ACCOUNT: _____ _____ _____ _____ _____ ENTER 'C' TO CANCEL: _____	DATE: MM/DD/YY TIME: HH:MM:SS
-------------------------------------	---	----------------------------------

Purpose:

To allow the user to open an account to be inventoried. This account may be centerwide, main or sub-account.

Called from screen:

This screen is called by the Inventory Main Menu.

Calls Screens:

This screen calls the Inventory Main Menu.

Instruction Steps:

Step 1: Enter valid Custodian Account Number.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'X' in the Exit field.

Press the 'ENTER' key.

Edit criteria:

A. Centerwide Account

1. Only two (2) centerwide accounts allowed at one time
2. Same account may not be opened twice as centerwide account
3. Account must not be opened as main or sub-account
4. May not be deleted
5. May not be changed
6. Must be on Equipment File and must belong to the sub-installation

B. Centerwide Account

1. Must be on Custodian Account Number Table
2. Must be on Equipment File and must belong to the sub-installation
3. Account must not be opened as center or sub-account
4. May not be opened twice

C. Sub-account

1. Must be on Custodian Account Number Table
2. Sub-account must be attached to a main account
3. Only five (5) sub-accounts allowed per main account
4. Same account may no be opened twice as a sub-account

5. Account must not be opened as centerwide or main account
6. Must be on equipment file and must belong to the sub-installation

4.2.2 SELECT LOCATION MENU

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: INVSELP2	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	
INVENTORY LOCATION SELECTION MENU		
LOCATION: _____		
ENTER 'C' TO CANCEL: _____		

Purpose:

To allow the user to open a location to be inventoried.

Called from screen:

This screen is called by the Inventory Main Menu.

Calls screen:

This screen calls the Inventory Main Menu.

Instruction steps:

Step 1: Enter the valid location.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'X' in the Exit field.

Press the 'ENTER' key.

Edit criteria:

A. Location

1. Must be on Equipment File and must belong to the grid location
2. May not be opened twice

4.3 ACCOUNT/LOCATION UPLOAD/DELETE FUNCTION

This function allows the user to upload the bar code data from the PC floppy disk to the mainframe computer, which was scanned using the portable bar code reader. The processing proceeds automatically until all the records are processed, without user intervention. When upload processing is completed a one-time-only Statistical Summary is displayed on the screen.

After uploading the bar code data for an account or location, that data may be reviewed using Option 2 from the Upload Menu.

The uploaded bar code records may be deleted from the Bar Code File before the account or location is processed against the Inventory File. Delete function is recommended only when the upload was in error.

4.3.1 ACCOUNT/LOCATION UPLOAD/DELETE SCREEN - 1

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: INVPBCP1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	
NEMS (PBCR) BAR-CODE FILE UPLOAD MENU		
ENTER FUNCTION OR 'X' TO EXIT: _____		
ENTER ACCOUNT: _____		
1. UPLOAD ACCOUNT USING NEMS-PC		
2. UPLOAD ACCOUNT USING NATURAL CONNECTION		
3. LIST UPLOADED RECORDS FOR ACCOUNT		
4. DELETE ACCOUNT		

Purpose:

To allow the user to upload bar code data or delete the uploaded bar code data.

Called from screen:

This screen is called by the Inventory Main Menu.

Calls screen:

This screen calls the Inventory Main Menu.

Instruction steps:

Step 1: Enter the valid function.

Enter the valid Account/Custodian Location Number.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'X' in the Exit field.

Press the 'ENTER' key.

Edit criteria:

A. Upload Account/Location

1. Account/Location must be valid and open
2. Must not be uploaded earlier

B. List records

1. Must have been uploaded
2. Was not processed against the Inventory File

C. Delete Account/Location

1. Must have been uploaded
2. Was not processed against the Inventory File

4.3.2 ACCOUNT/LOCATION UPLOAD/DELETE SCREEN - 2

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: INVPBCF1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	

UPLOAD STATISTICS FOR ACCOUNT/LOCATION: XXXXX

RECORDS SCANNED.....
RECORDS KEYED-IN.....
RECORDS NEED REPAIRED.....
RECORDS IDLE.....
TOTAL RECORDS UPLOADED.....
DUPLICATE ECN.....
UPLOADED WITH ERRORS.....
TOTAL RECORDS READ.....

Purpose:

To display the bar code record upload statistics.

Called from screen:

This screen is called by the Bar Code Upload Screen.

Calls screen:

This screen calls the Bar Code Upload Menu.

Instruction steps:

Step 1: Press the 'ENTER' key.

Edit criteria:

None

4.3.3 ACCOUNT UPLOAD/DELETE SCREEN - 3

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY					
PROGRAM: INVPBCP3	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS					
- INSTALLATION NAME -							
UPLOADED BAR-CODE RECORDS FOR CUSTODIAN ACCOUNT: XXXXX							
UNIT ID	OPER ID	DATE INV	CUST ACCT	BLDG	ROOM	ECN	BAR FLAG
-----	-----	-----	-----	-----	-----	-----	-----
TOTAL RECORDS UPLOADED FOR CUSTODIAN ACCOUNT: XXXXX = 9,999							
ENTER 'X' TO RETURN TO MENU OR ' ' TO CONTINUE: _____							

Purpose:

To display the uploaded bar code records.

Called from screen:

This screen is called by the Bar Code Upload Screen and Bar Code Upload Menu.

Calls screen:

This screen calls the Bar Code Upload Menu.

Instruction steps:

Step 1: Press the 'ENTER' key to view next screen or 'X' to exit.

Edit criteria:

Exit:

Must be 'X' or ' '

4.3.4 LOCATION UPLOAD/DELETE SCREEN - 3

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY					
PROGRAM: INVPBCP6	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS					
	- INSTALLATION NAME -						
UPLOADED BAR-CODE RECORDS FOR LOCATION: XXXXX							
UNIT ID	OPER ID	DATE INV	LOC	BLDG	ROOM	ECN	BAR FLAG

TOTAL RECORDS UPLOADED FOR LOCATION: XXXXX = 9,999							
ENTER 'X' TO RETURN TO MENU OR ' ' TO CONTINUE: _____							

Purpose:

To display the uploaded bar code records.

Called from screen:

This screen is called by the Bar Code Upload Screen and Bar Code Upload Menu.

Calls screen:

This screen calls the Bar Code Upload Menu.

Instruction steps:

Step 1: Press the 'ENTER' key to view next screen or 'X' to exit.

Edit criteria:

Exit:

Must be 'X' or ' '

4.4 ACCOUNT/LOCATION PROCESS/CLOSE FUNCTION

This function allows the user to select an Account/Location to be processed against the Inventory File. This function compares the Bar Code against the Equipment File and discrepancies are flagged. The matched and the 'underage' records are written to the Inventory File. If the Account/Location (grid) is right but the location (equipment) is wrong, the user has the option to request the location (equipment) to be changed from assigned to scanned location (equipment) and print a NEMS-1 Form. A NEMS-1 Form will be generated on request only when the change records are applied to the NEMS Equipment File and the file is updated. The 'overage' records are indicated with an 'O' on the Bar Code File. The bar code records which belong to a related sub-account are held on the Bar Code File until that account is ready for processing. The process function generates the matched items, overage, underage, and the location (equipment) change reports the next day. These reports may be requested after the account/location (grid) has been processed but not closed.

If a main account was opened with sub-accounts attached to it, when the main account is processed against the Equipment File the first sub-account becomes a main account and any remaining sub accounts are attached to the new main account as 'passed'.

After an Account/Location has been processed and all the discrepancies have been resolved, the Account/Location may be selected to be closed. The close function will update all the records on the Equipment File with the final inventory date. All the records for that Account/Location will be deleted from the Inventory and Bar Code Files. On the Status File Account/Location History and discrepancy work-off records are kept. The actual processing takes place at night during batch processing.

The Inventory Discrepancies are defined as:

- Overage - Equipment was physically inventoried for a Custodian Account/Location and does not belong to that Account/Location or any other Account/Location in that subinstallation.
- Underage - Equipment record that belongs to a Custodian Account/Location was not physically inventoried. Exception: items with an 'Out Code' in the Equipment File are automatically processed as matched.

4.4.1 ACCOUNT PROCESS/CLOSE

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: INVPRCP1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
- INSTALLATION NAME -		
INVENTORY SUBSYSTEM ACCOUNT PROCESS/CLOSE MENU		
ENTER FUNCTION OR 'X' TO EXIT: _____		
ENTER ACCOUNT NUMBER TO BE PROCESSED OR CLOSED: _____		
1. PROCESS ACCOUNT AGAINST EQUIPMENT FILE:		
THE NEXT DAY THIS FUNCTION WILL PRODUCE THE UNDERAGE, OVERAGE REPORTS		
AND A SUMMARY REPORT OF ITEMS CORRECTLY INVENTORIED. IF THE ACCOUNT IS		
CORRECT BUT THE LOCATION IS WRONG, DO YOU WANT TO:		
CHANGE LOCATION (Y/N) DEFAULT IS (Y): Y		
IF YES, PRINT NEMS-1 (Y/N) DEFAULT IS (N): N		
2. CLOSE ACCOUNT:		
THIS FUNCTION IS PROCESSED WHEN ALL DISCREPANCIES FOR AN ACCOUNT HAVE BEEN		
RESOLVED. RECORDS RELATING TO THAT ACCOUNT WILL AUTOMATICALLY BE DELETED		
FROM THE BAR-CODE AND INVENTORY FILES.		

Purpose:

To allow the user to schedule an account to be processed against the Inventory File or close an account which has been processed.

Called from screen:

This screen is called by the Inventory Main Menu.

Calls screen:

This screen calls the Inventory Main Menu.

Instruction steps:

Step 1: Enter the valid function

Enter the valid Custodian Account Number.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the screen at any time prior to successful completion by enter 'X' in the Exit field.

Press the 'ENTER' key.

Edit criteria:

A. Process Account:

1. Must be on Custodian Account Number Table
2. Must be on Equipment File
3. Account must be a valid open account
4. Must be uploaded earlier

B. Close Account:

1. Must be on Custodian Account Number Table
2. Must be a valid open account
3. Must be processed against the Inventory File
4. Discrepancies must be resolved

C. Location Change:

1. Must be 'Y' or 'N'

D. NEMS-1:

1. May be 'Y' or 'N'
2. May not be 'Y' if location change is 'N'

4.4.2 LOCATION PROCESS/CLOSE

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: INVPRCP2        (INVENTORY SUBSYSTEM)                    TIME: HH:MM:SS
                        - INSTALLATION NAME -

INVENTORY SUBSYSTEM LOCATION PROCESS/CLOSE MENU

ENTER FUNCTION OR 'X' TO EXIT: _____
ENTER LOCATION (GRID) TO BE PROCESSED OR CLOSED: _____

1.  PROCESS LOCATION (GRID) AGAINST EQUIPMENT FILE:
    THE NEXT DAY THIS FUNCTION WILL PRODUCE THE UNDERAGE, OVERAGE REPORTS AND
    A SUMMARY REPORT OF ITEMS CORRECTLY INVENTORIED.  IF THE LOCATION (GRID)
    IS CORRECT BUT THE LOCATION (EQUIPMENT) IS WRONG, DO YOU WANT TO:
        CHANGE LOCATION (EQUIPMENT) (Y/N) DEFAULT IS (Y): Y
        IF YES, PRINT NEMS-1 (Y/N) DEFAULT IS (N): N

2.  CLOSE LOCATION: (GRID)
    THIS FUNCTION IS PROCESSED WHEN ALL DISCREPANCIES FOR A LOCATION (GRID)
    HAVE BEEN RESOLVED.  RECORDS RELATING TO THAT LOCATION (GRID) WILL
    AUTOMATICALLY BE DELETED FROM THE BAR-CODE AND INVENTORY FILES.
```

Purpose:

To allow the user to schedule an account to be processed against the Inventory File or close an account which has been processed.

Called from screen:

This screen is called by the Inventory Main Menu.

Calls screen:

This screen calls the Inventory Main Menu.

Instruction steps:

Step 1: Enter the valid function

Enter the valid Location (grid).

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the screen at any time prior to successful completion by enter 'X' in the Exit field.

Press the 'ENTER' key.

Edit criteria:

- I. Process Account:
 - A. Must be on Equipment File
 - B. Account must be a valid open location
 - C. Must be uploaded earlier
- II. Close Location (grid):
 - A. Must be a valid open location
 - B. Must be processed against the Inventory File
 - C. Discrepancies must be resolved
- III. Location Change:
 - A. Must be 'Y' or 'N'
- IV. NEMS-1:
 - A. May be 'Y' or 'N'
 - B. May not be 'Y' if location change is 'N'

5. INVENTORY STATUS FUNCTION

The Status Function refers to the online inquiry programs that display the status of the inventory cycle. There are several different screens that will display the Inventory Status.

The status of 'overage' and 'underage' discrepancies by the Custodian Account Number/Location, and the work-off transactions used to correct the discrepancies are displayed from the following files:

- NEMS-INVENTORY
- NEMS-BAR-CODE

– NEMS-INV-STATUS

The corrected discrepancies count is displayed within the parenthesis. The number of items in the Equipment File will change as the discrepancies are worked off. On the Current Main Account Status Screen the subaccounts are identified as 'opened' or 'passed'.

5.1 INVENTORY STATUS MAIN MENU BY CUSTODIAN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: INVSSTP1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	
INVENTORY STATUS SELECTION SCREEN		
ENTER SELECTION OR 'X' TO EXIT: _____		
1. CURRENT INVENTORY STATUS		
2. SUB ACCOUNT INFORMATION		
3. INVENTORY HISTORY		
4. OVERAGE ITEMS DISPLAY		
5. UNDERAGE ITEMS DISPLAY		
6. TRANSACTION STATUS, BY CUSTODIAN ACCOUNT		
7. TRANSACTION STATUS, BY TRANSACTION NUMBER		
8. VIEW LOCAL DATA		
9. ECN STATUS		

Purpose:

To display the available Status Option Menu.

Called from screen:

This screen is called by the Inventory Main Menu.

Calls screens:

1. Current Inventory Status Screen
2. Subaccount Status Screen
3. Inventory History Screen
4. Overage Items Display Screen
5. Underage Items Display Screen
6. Transaction Status Screen by Custodian Account
7. Transaction Status Screen by Transaction Number
8. View Local Data Field

9. ECN Status

These screens return to the Status Function Menu.

Instruction steps:

Step 1: The screen will appear with a list of options. Enter the number corresponding to the option you wish to perform or an 'X' to return to the Inventory Main Menu.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'X' in the Exit field.

Press the 'ENTER' key.

Edit criteria:

Valid option number or 'X'.

5.2 INVENTORY STATUS MAIN MENU BY LOCATION

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: INVSSTP1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	
INVENTORY STATUS SELECTION SCREEN		
ENTER SELECTION OR 'X' TO EXIT: _____		
1. CURRENT INVENTORY STATUS		
2. INVENTORY HISTORY		
3. OVERAGE ITEMS DISPLAY		
4. UNDERAGE ITEMS DISPLAY		
5. TRANSACTION STATUS, BY LOCATION		
6. TRANSACTION STATUS, BY TRANSACTION NUMBER		
7. VIEW LOCAL DATA		
8. ECN STATUS		

Purpose:

To display the Available Status Option Menu.

Called from screen:

This screen is called by the Inventory Main Menu.

Calls screens:

1. Current Inventory Status Screen
2. Inventory History Screen
3. Overage Items Display Screen
4. Underage Items Display Screen
5. Transaction Status Screen by Location
6. Transaction Status Screen by Transaction Number
7. View Local Data Field
8. ECN Status

These screens return to the Status Function Menu.

Instruction steps:

Step 1: The screen will appear with a list of options. Enter the number corresponding to the option you wish to perform or an 'X' to return to the Inventory Main Menu.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'X' in the Exit field.

Press the 'ENTER' key.

Edit criteria:

Valid option number or 'X'

5.3 CURRENT INVENTORY STATUS SCREEN - 1 BY CUSTODIAN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: SSTCISP1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
- INSTALLATION NAME -		
CURRENT INVENTORY STATUS SCREEN		

INVENTORY OPENED: YY/MM/DD		
CENTER-WIDE ACCOUNTS:	OPEN:	ITEMS HELD FOR ACCT:
:	OPEN:	ITEMS HELD FOR ACCT:

ENTER ACCOUNT TO START DISPLAY FROM,		
' ' TO CONTINUE OR 'X' TO EXIT: _____		

Purpose:

To display the Centerwide Account Status and prompt the user for further account status displays.

Called from screen:

This screen is called by the Inventory Status Menu.

Calls screen:

This screen calls the Current Main Account Status Screens (up to 20 screens).

Instruction steps:

Step 1: Enter ' ' or 'X'

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'X' in the Exit field.

Press the 'ENTER' key.

Edit criteria:

Blank or 'X'

5.4 CURRENT INVENTORY STATUS SCREEN - 1 BY LOCATION

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: SSTCISP2	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	
CURRENT INVENTORY STATUS SCREEN		

INVENTORY OPENED: YY/MM/DD		

ENTER LOCATION TO START DISPLAY FROM,		
' ' TO CONTINUE OR 'X' TO EXIT: _____		

Purpose:

To display the Grid Location Status and prompt the user for further account status displays.

Called from screen:

This screen is called by the Inventory Status Menu.

Calls screen:

This screen calls the Current Location Status Screens (up to 20 screens).

Instruction steps:

Step 1: Enter valid location, ' ', or 'X'

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct error.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering 'X' in the Exit field. The user will return to the Inventory Status Main Screen.

Press the 'ENTER' key.

Edit criteria:

Blank or 'X'

5.5 CURRENT INVENTORY STATUS SCREEN - 2 BY CUSTODIAN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: SSTCISP1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
- INSTALLATION NAME -		
CURRENT INVENTORY STATUS DISPLAY		
1 GRIDT*	OPENED: YY/MM/DD	PROCESSED: YY/MM/DD ITEMS IN EQUIP: 999

	COUNT	AMOUNT		COUNT	AMOUNT
MATCHED, RIGHT LOC:	999	999,999.99	UNDER (999):	999	-999,999.99
MATCHED, WRONG LOC:	999	999,999.99	ITEMS OUT CODED :	9	.99
OVER (9):	9	.99			
INVALID BUILDING :	9	.99			

ITEMS UPLOADED :	999				

(*=BEING PROCESSED)

ENTER NEW ACCT., ' ' TO CONTINUE, OR 'X' TO EXIT: _____

Purpose:

To display the current status of all the main accounts in the Inventory File.

Called from screen:

This screen is called by the Centerwide Account Display Screen.

Calls screen:

This screen calls the next (up to 20) screens to display the current status of the rest of the main accounts in the Inventory File.

Instruction steps:

Step 1: Enter ' ', 'X', or 'R'

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct error.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'X' in the Exit field.

Press the 'ENTER' key.

Edit criteria:

' ' to display the next screen

'X' to exit

'R' to repeat the status display screen

5.6 CURRENT INVENTORY STATUS SCREEN - 2 BY LOCATION

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: SSTCISP1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
- INSTALLATION NAME -		
CURRENT INVENTORY STATUS DISPLAY		
1 XXXXX*	OPENED: YY/MM/DD	PROCESSED: YY/MM/DD ITEMS IN EQUIP: 9,999
	COUNT	AMOUNT
MATCHED, RIGHT LOC:	9999	9,999,999.99
MATCHED, WRONG LOC:	9999	9,999,999.99
OVER (99):	99	99,999.99
INVALID BUILDING :	9	99,999.99

ITEMS UPLOADED :	9999	
(*=BEING PROCESSED)		
ENTER NEW LOC., ' ' TO CONTINUE, OR 'X' TO EXIT: _____		

Purpose:

To display the current status of all the grid locations in the Inventory File.

Called from screen:

This screen is called by the Grid Location Display Screen.

Calls screen:

This screen calls the next (up to 20) screens to display the current status of the rest of the grid locations in the Inventory File.

Instruction steps:

Step 1: Enter ' ', 'X', or 'R'

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct error.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'X' in the Exit field.

Press the 'ENTER' key.

Edit criteria:

' ' to display the next screen

'X' to exit

'R' to repeat the status display screen

5.7 SUBACCOUNTS STATUS SCREEN BY CUSTODIAN

```

USER-ID: XXXXX      NASA EQUIPMENT MANAGEMENT SYSTEM      DATE: MM/DD/YY
PROGRAM: SSTSASP1    ( INVENTORY SUBSYSTEM)                TIME: HH:MM:SS
                    - INSTALLATION NAME -

                    OPENED SUB ACCOUNT STATUS SCREEN

      MAIN ACCT      SUB ACCT      ITEMS SCANNED (IN HOLD)
      -----      -
      XXXXX          XXXXX          ZZZ9
                        XXXXX          ZZZ9
                        XXXXX          ZZZ9
                        XXXXX          ZZZ9

      XXXXX          XXXXX          ZZZ9
                        XXXXX          ZZZ9
                        XXXXX          ZZZ9
                        XXXXX          ZZZ9
                        XXXXX          ZZZ9

      PRESS ENTER TO CONTINUE OR 'X' TO EXIT: _____
  
```

Purpose:

To display the Sub Account Status by Main Account.

Called from screen:

This screen is called by the Main Status Screen.

Calls screen:

Upon completion, control is passed to Main Menu.

Instruction steps:

Step 1: Examine the data and make notes if necessary.

Press the 'ENTER' key.

Edit criteria:

None.

5.8 INVENTORY HISTORY STATUS SCREEN - 1 BY CUSTODIAN

```

USER-ID: XXXXX      NASA EQUIPMENT MANAGEMENT SYSTEM      DATE: MM/DD/YY
PROGRAM: SSTIHSP1    ( INVENTORY SUBSYSTEM)                TIME: HH:MM:SS
                    - INSTALLATION NAME -

                    INVENTORY HISTORY SCREEN
-----
INVENTORY OPENED: YY/MM/DD
MAIN ACCOUNTS ON INVENTORY FILE      :      99
  - OPENED BUT NOT PROCESSED          :      99
  - BEING PROCESSED                    :      99
MAIN ACCOUNTS, PROCESSED AND CLOSED   :      99
                                     -----
TOTAL NUMBER OF CUSTODIAN ACCOUNTS SELECTED :      99
-----

ENTER SELECTION OR 'X' TO EXIT: _____

1. INVENTORY HISTORY BY CUSTODIAN ACCT FROM ACCT: _____
2. INVENTORY HISTORY BY DATE FROM DATE (YY MM DD):  _ _ _

```

Purpose:

To display the history of all the accounts on the Inventory File.

Called from screen:

This screen is called by the Status Main Screen.

Calls screen:

This screen calls the Detailed History Status Screen.

Instruction steps:

Step 1: Examine the data and make notes if necessary.

Use Print Screen capability if so desired.

Enter ' ' to continue or 'X' to exit.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct errors.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the Exit field. The user will return to Status Main Menu.

Press the 'ENTER' key.

Edit criteria:

- A. Blank to see the next page if any
- B. 'X' to exit

5.9 INVENTORY HISTORY STATUS SCREEN - 1 BY LOCATION

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: SSTIHSP4	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	

INVENTORY HISTORY SCREEN

INVENTORY OPENED: YY/MM/DD	
LOCATIONS ON INVENTORY FILE	: 99
- OPENED BUT NOT PROCESSED	: 99
- BEING PROCESSED	: 99
LOCATIONS, PROCESSED AND CLOSED	: 99

TOTAL NUMBER OF LOCATIONS SELECTED :	99

ENTER SELECTION OR 'X' TO EXIT: _____

1. INVENTORY HISTORY BY LOCATION FROM LOCATION: _____

2. INVENTORY HISTORY BY DATE FROM DATE (YY MM DD): __ __ __

Purpose:

To display the history of all locations on the Inventory File.

Called from screen:

This screen is called by the Status Main Menu.

Calls screen:

This screen calls the Detailed History Status Screen.

Instruction steps:

Step 1: Examine the data and make notes if necessary.

Use Print Screen capability if so desired.

Enter ' ' to continue or 'X' to exit.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct errors.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the Exit field. The user will return to Status Main Menu.

Press the 'ENTER' key.

Edit criteria:

A. Blank to see the next page if any

B. 'X' to exit

5.10 INVENTORY HISTORY STATUS SCREEN - 2 BY CUSTODIAN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM		DATE: MM/DD/YY
PROGRAM: SSTIHSP2	(INVENTORY SUBSYSTEM)		TIME: HH:MM:SS
	- INSTALLATION NAME -		
INVENTORY HISTORY SCREEN BY DATE			
ACCT NUMBER	OPEN DATE	PROCESS DATE	ITEMS CLOSE PROCESSED DATE
-----	-----	-----	-----
XXXXX	YY/MM/DD	YY/MM/DD	9999
XXXXX	YY/MM/DD	YY/MM/DD	999
XXXXX	YY/MM/DD	YY/MM/DD	9999
XXXXX	YY/MM/DD	YY/MM/DD	9999
XXXXX	YY/MM/DD	YY/MM/DD	9999
XXXXX	YY/MM/DD	YY/MM/DD	9999
XXXXX	YY/MM/DD	YY/MM/DD	9999
XXXXX	YY/MM/DD	YY/MM/DD	9999
XXXXX	YY/MM/DD	YY/MM/DD	9999
		TOTAL ITEMS:	99,999
ENTER ' ' TO CONTINUE OR 'X' TO EXIT: _____			

Purpose:

To display the history of the accounts on the Inventory File.

Called from screen:

This screen is called by the Status Main Menu.

Calls screen:

This screen calls the Detailed History Status Screen.

Instruction steps:

Step 1: Examine the data and make notes if necessary.

Use Print Screen capability if so desired.

Enter ' ' to continue or 'X' to exit.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct errors.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the Exit field. The user will return to Status Main Menu.

Press the 'ENTER' key.

Edit criteria:

A. Blank to see the next page if any

B. 'X' to exit

5.11 INVENTORY HISTORY STATUS SCREEN - 2 BY LOCATION

```

USER-ID: XXXXX      NASA EQUIPMENT MANAGEMENT SYSTEM      DATE: MM/DD/YY
PROGRAM: SSTIHSP5    ( INVENTORY SUBSYSTEM)                TIME: HH:MM:SS
                    - INSTALLATION NAME -

                    INVENTORY HISTORY SCREEN BY LOCATION

      LOCATION      OPEN      PROCESS      ITEMS      CLOSE
      -----      -DATE-      -DATE-      -PROCESSED-  -DATE-
      -----
      XXXXX        YY/MM/DD    YY/MM/DD    9999
      XXXXX        YY/MM/DD    YY/MM/DD    9999
      XXXXX        YY/MM/DD    YY/MM/DD    9999
      XXXXX        YY/MM/DD    YY/MM/DD    9999
      XXXXX        YY/MM/DD    YY/MM/DD    9999
      XXXXX        YY/MM/DD    YY/MM/DD    9999
      XXXXX        YY/MM/DD
                        TOTAL ITEMS:   99,999

ENTER ' ' TO CONTINUE OR 'X' TO EXIT: _____

```

Purpose:

To display the history of all the locations on the Inventory File.

Called from screen:

This screen is called by the Status Main Menu.

Calls screen:

This screen calls the Detailed History Status Screen.

Instruction steps:

Step 1: Examine the data and make notes if necessary.

Use Print Screen capability if so desired.

Enter ' ' to continue or 'X' to exit.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct errors.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the Exit field. The user will return to Status Main Menu.

Press the 'ENTER' key.

Edit criteria:

- A. Blank to see the next page if any
- B. 'X' to exit

5.12 INVENTORY HISTORY STATUS SCREEN - 2 BY CUSTODIAN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM		DATE: MM/DD/YY
PROGRAM: SSTIHSP6	(INVENTORY SUBSYSTEM)		TIME: HH:MM:SS
	- INSTALLATION NAME -		
INVENTORY HISTORY SCREEN BY DATE			
LOCATION	OPEN DATE	PROCESS DATE	ITEMS CLOSE PROCESSED DATE
-----	-----	-----	-----
XXXXXX	YY/MM/DD	YY/MM/DD	9999
XXXXXX	YY/MM/DD	YY/MM/DD	9999
XXXXXX	YY/MM/DD	YY/MM/DD	9999
XXXXXX	YY/MM/DD	YY/MM/DD	9999
XXXXXX	YY/MM/DD	YY/MM/DD	9999
XXXXXX	YY/MM/DD	YY/MM/DD	9999
XXXXXX	YY/MM/DD	YY/MM/DD	9999
		TOTAL ITEMS:	99,999
ENTER ' ' TO CONTINUE OR 'X' TO EXIT: _____			

Purpose:

To display the history of all the locations on the Inventory File.

Called from screen:

This screen is called by the Status Main Menu.

Calls screen:

This screen calls the Detailed History Status Screen.

Instruction steps:

Step 1: Examine the data and make notes if necessary.

Use Print Screen capability if so desired.

Enter ' ' to continue or 'X' to exit.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct errors.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the Exit field. The user will return to Status Main Menu.

Press the 'ENTER' key.

Edit criteria:

A. Blank to see the next page if any

B. 'X' to exit

5.13 OVERAGE ITEMS DISPLAY SCREEN BY CUSTODIAN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: SSTOIDP1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	
OVERAGE ITEMS STATUS SCREEN		
ENTER THE ACCOUNT YOU WOULD LIKE TO DISPLAY, OR ENTER 'X' TO EXIT: _____		

Purpose:

To display the overage records on the Bar Code File by custodian account number.

Called from screen:

This screen is called by the Main Status Menu.

Calls screen:

This screen calls the Main Status Menu.

Instruction steps:

Step 1: Examine the data and make notes if necessary.

Use Print Screen capability if so desired.

Enter 'X' or ' '.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct errors.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time prior to successful completion by entering an 'X' in the Exit field.

Press the 'ENTER' key.

Edit criteria:

A. 'X' to return to Main Status Menu.

B. ' ' to continue to see the rest of the data.

5.14 OVERAGE ITEMS DISPLAY SCREEN BY CUSTODIAN

```

USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: SSTOIDP1        ( INVENTORY SUBSYSTEM)                   TIME: HH:MM:SS
                        - INSTALLATION NAME -

                        BAR CODE OVERAGE ITEMS FOR CUSTODIAN ACCOUNT: XXXXX

  ECN   FLAG  LOCATION   DATE   BAR CODE  BAR CODE  SCANNED  SCANNED
  ----- --  - - - - -  - - - -  - - - -  - - - -  - - - -  - - - -
                ASSIGNED INVENTORIED OPERATOR UNIT ID   BLDG    ROOM

XXXXXXXX X    XXXX      YY/MM/DD   XXX     XXXXXXXX XXXX    XXXX
XXXXXXXX X    XXXX      YY/MM/DD   XXX     XXXXXXXX XXXX    XXXX
XXXXXXXX X    XXXX      YY/MM/DD   XXX     XXXXXXXX XXXX    XXXX
XXXXXXXX X    XXXX      YY/MM/DD   XXX     XXXXXXXX XXXX    XXXX
XXXXXXXX X    XXXX      YY/MM/DD   XXX     XXXXXXXX XXXX    XXXX
XXXXXXXX X    XXXX      YY/MM/DD   XXX     XXXXXXXX XXXX    XXXX
XXXXXXXX X    XXXX      YY/MM/DD   XXX     XXXXXXXX XXXX    XXXX

ENTER NEW ACCOUNT, ' ' TO CONTINUE, OR 'X' TO EXIT: _____

```

Purpose:

To display the overage records on the Bar Code File by a selected Custodian Account Number.

Called from screen:

This screen is called by the Main Status Menu.

Calls screen:

This screen calls the Main Status Menu.

Instruction steps:

Step 1: Examine the data and make any necessary notes.

Use Print Screen capability if so desired.

Enter 'X' or ' '.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct errors.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time prior to successful completion by entering an 'X' in the Exit field.

Press the 'ENTER' key.

Edit criteria:

- A. 'X' to return to Main Status Menu.
- B. ' ' to continue to see the rest of the data.

5.15 OVERAGE ITEMS DISPLAY SCREEN BY LOCATION

USER-ID: XXXXX PROGRAM: SSTOIDP2	NASA EQUIPMENT MANAGEMENT SYSTEM (INVENTORY SUBSYSTEM) - INSTALLATION NAME -	DATE: MM/DD/YY TIME: HH:MM:SS
OVERAGE ITEMS STATUS SCREEN		
ENTER THE LOCATION YOU WOULD LIKE TO DISPLAY, OR ENTER 'X' TO EXIT: _____		

Purpose:

To display the overage records on the Bar Code File by location.

Called from screen:

This screen is called by the Main Status Menu.

Calls screen:

This screen calls the Main Status Menu.

Instruction steps:

Step 1: Examine the data and make any necessary notes.

Use Print Screen capability if so desired.

Enter 'X' or ' '.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct errors.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time prior to successful completion by entering an 'X' in the Exit field.

Press the 'ENTER' key.

Edit criteria:

- A. 'X' to return to Main Status Menu.
- B. ' ' to continue to see the rest of the data.

5.16 OVERAGE ITEMS DISPLAY SCREEN BY LOCATION

USER-ID: XXXXX		NASA EQUIPMENT MANAGEMENT SYSTEM				DATE: MM/DD/YY	
PROGRAM: SSTOIDP2		(INVENTORY SUBSYSTEM)				TIME: HH:MM:SS	
		- INSTALLATION NAME -					
BAR CODE OVERAGE ITEMS FOR LOCATION: XXXXX							
ECN	FLAG	LOCATION ASSIGNED	DATE INVENTORIED	BAR CODE OPERATOR	BAR CODE UNIT ID	SCANNED BLDG	SCANNED ROOM
-----	----	-----	-----	-----	-----	-----	-----
XXXXXXXX	*	XXXX	YY/MM/DD	XXX	XXXXXXXX	XXXX	XXXX
XXXXXXXX		XXXX	YY/MM/DD	XXX	XXXXXXXX	XXXX	XXXX
XXXXXXXX		XXXX	YY/MM/DD	XXX	XXXXXXXX	XXXX	XXXX
XXXXXXXX	*	XXXX	YY/MM/DD	XXX	XXXXXXXX	XXXX	XXXX
XXXXXXXX	*	XXXX	YY/MM/DD	XXX	XXXXXXXX	XXXX	XXXX
XXXXXXXX	*	XXXX	YY/MM/DD	XXX	XXXXXXXX	XXXX	XXXX
XXXXXXXX	*	XXXX	YY/MM/DD	XXX	XXXXXXXX	XXXX	XXXX
ENTER NEW LOCATION, ' ' TO CONTINUE, OR 'X' TO EXIT: _____							

Purpose:

To display the overage records on the Bar Code File by a selected grid location.

Called from screen:

This screen is called by the Main Status Menu.

Calls screen:

This screen calls the Main Status Menu.

Instruction steps:

Step 1: Examine the data and make any necessary notes. Use Print Screen capability if so desired.

Enter 'X' or ' '.

Press the 'ENTER' key.

Step 2: if error messages appear at the bottom of the screen read the messages and correct errors.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time prior to successful completion by entering an 'X' in the Exit field.

Press the 'ENTER' key.

Edit criteria:

A. 'X' to return to Main Status Menu.

B. ' ' to continue to see the rest of the data.

5.17 UNDERAGE ITEMS DISPLAY SCREEN BY CUSTODIAN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: SSTUIDP1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	
UNDERAGE ITEMS STATUS SCREEN		
ENTER THE ACCOUNT YOU WOULD LIKE TO DISPLAY, OR ENTER 'X' TO EXIT: _____		

Purpose:

To display the underage records on the Inventory File by a selected custodian account.

Called from screen:

This screen is called by the Main Status Menu.

Calls screen:

This screen calls the Main Status Menu.

Instruction steps:

Step 1: Examine the data and make any necessary notes.

Use Print Screen capability if so desired.

Enter 'X' or ' '.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct errors.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time prior to successful completion by entering an 'X' in the Exit field.

Press the 'ENTER' key.

Edit criteria:

- A. 'X' to return to Main Status Menu.
- B. ' ' to continue to see the rest of the data.

5.18 UNDERAGE ITEMS DISPLAY SCREEN BY CUSTODIAN

USER-ID: XXXXX		NASA EQUIPMENT MANAGEMENT SYSTEM		DATE: MM/DD/YY	
PROGRAM: SSTUIDP1		(INVENTORY SUBSYSTEM)		TIME: HH:MM:SS	
- INSTALLATION NAME -					
INVENTORY UNDERAGE ITEMS FOR CUSTODIAN ACCOUNT: GRIDU					
ECN	DATE PROCESSED	ITEM-NAME	ASSIGNED BLDG	ASSIGNED ROOM	
-----	-----	-----	-----	-----	-----
X999999	YY/MM/DD	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXX	XXXXX	
X999999	YY/MM/DD	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXX	XXXXX	
X999999	YY/MM/DD	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXX	XXXXX	
X999999	YY/MM/DD	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXX	XXXXX	
X999999	YY/MM/DD	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXX	XXXXX	
X999999	YY/MM/DD	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXX	XXXXX	
X999999	YY/MM/DD	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXX	XXXXX	
ENTER NEW ACCOUNT, ' ' TO CONTINUE, OR 'X' TO EXIT: _____					

Purpose:

To display the underage records on the Inventory File by a selected Custodian Account Number.

Called from screen:

This screen is called by the Main Status Menu.

Calls screen:

This screen calls the Main Status Menu.

Instruction steps:

Step 1: Examine the data and make any necessary notes.

Use Print Screen capability if so desired.

Enter 'X' or ' '.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct errors.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time prior to successful completion by entering an 'X' in the Exit field.

Press the 'ENTER' key.

Edit criteria:

- A. 'X' to return to Main Status Menu.
- B. ' ' to continue to see the rest of the data.

5.19 UNDERAGE ITEMS DISPLAY SCREEN BY LOCATION

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: SSTUIDP2	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	
UNDERAGE ITEMS STATUS SCREEN		
ENTER THE LOCATION YOU WOULD LIKE TO DISPLAY, OR ENTER 'X' TO EXIT: _____		

Purpose:

To display the underage records on the Inventory File by a selected location.

Called from screen:

This screen is called by the Main Status Menu.

Calls screen:

This screen calls the Main Status Menu.

Instruction steps:

Step 1: Examine the data and make any necessary notes.

Use Print Screen capability if so desired.

Enter 'X' or ' '.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct errors.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time prior to successful completion by entering an 'X' in the Exit field.

Press the 'ENTER' key.

Edit criteria:

A. 'X' to return to Main Status Menu.

B. ' ' to continue to see the rest of the data.

5.20 UNDERAGE ITEMS DISPLAY SCREEN BY LOCATION

USER-ID: XXXXX		NASA EQUIPMENT MANAGEMENT SYSTEM		DATE: MM/DD/YY	
PROGRAM: SSTUIDP2		(INVENTORY SUBSYSTEM)		TIME: HH:MM:SS	
- INSTALLATION NAME -					
INVENTORY UNDERAGE ITEMS FOR LOCATION: XXXXX					
ECN	DATE PROCESSED	ITEM-NAME	ASSIGNED BLDG	ASSIGNED ROOM	
-----	-----	-----	-----	-----	-----
X999999	YY/MM/DD	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXX	XXXX	
X999999	YY/MM/DD	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXX	XXXX	
X999999	YY/MM/DD	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXX	XXXX	
X999999	YY/MM/DD	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXX	XXXX	
X999999	YY/MM/DD	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXX	XXXX	
X999999	YY/MM/DD	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXX	XXXX	
X999999	YY/MM/DD	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXX	XXXX	
ENTER NEW LOCATION, ' ' TO CONTINUE, OR 'X' TO EXIT: _____					

Purpose:

To display the underage records on the Inventory File by a selected grid location.

Called from screen:

This screen is called by the Main Status Menu.

Calls screen:

This screen calls the Main Status Menu.

Instruction steps:

Step 1: Examine the data and make any necessary notes.

Use Print Screen capability if so desired.

Enter 'X' or ' '.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct errors.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time prior to successful completion by entering an 'X' in the Exit field.

Press the 'ENTER' key.

Edit criteria:

- A. 'X' to return to Main Status Menu.
- B. ' ' to continue to see the rest of the data.

5.21 TRANSACTION STATUS SELECTION SCREEN BY CUSTODIAN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: SSTTSCP1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
- INSTALLATION NAME -		
TRANSACTION STATUS BY CUSTODIAN		
ENTER THE ACCOUNT YOU WOULD LIKE TO DISPLAY, OR ENTER 'X' TO EXIT: _____		

Purpose:

To display the transaction status from the Inventory Status File by custodian account number.

Called from screen:

This screen is called by the Main Status Menu.

Calls screen:

This screen calls the Main Status Menu.

Instruction steps:

Step 1: Examine the data and make any necessary notes.

Called from screen:

This screen is called by the Main Status Menu.

Calls screen:

This screen calls the Main Status Menu.

Instruction steps:

Step 1: Examine the data and make any necessary notes.

Use Print Screen capability if so desired.

Enter 'X' or ' '.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct errors.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time prior to successful completion by entering an 'X' in the Exit field.

Press the 'ENTER' key.

Edit criteria:

A. 'X' to return to Main Status Menu.

5.23 TRANSACTION STATUS SELECTION SCREEN BY LOCATION

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: SSTTSCP2	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	
TRANSACTION STATUS BY LOCATION		
ENTER THE LOCATION YOU WOULD LIKE TO DISPLAY, OR ENTER 'X' TO EXIT: _____		

Purpose:

To display the transaction status from the Inventory Status File by location.

Called from screen:

This screen is called by the Main Status Menu.

Calls screen:

This screen calls the Main Status Menu.

Instruction steps:

Step 1: Examine the data and make any necessary notes.

Use Print Screen capability if so desired.

Enter 'X' or ' '.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct errors.

Press the 'ENTER' key.

Step 1: Examine the data and make any necessary notes.

Use Print Screen capability if so desired.

Enter 'X' or ' '.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct errors.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time prior to successful completion by entering an 'X' in the Exit field.

Press the 'ENTER' key.

Edit criteria:

A. 'X' to return to Main Status Menu.

B. ' ' to continue to see the rest of the data.

5.25 TRANSACTION STATUS DISPLAY SCREEN BY TRANSACTION

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: SSTTSTP1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	
TRANSACTION STATUS BY TRANSACTION		
ENTER THE TRANSACTION YOU WOULD LIKE TO DISPLAY, OR ENTER 'X' TO EXIT: _____		

Purpose:

To display the transaction status from the Inventory Status File by a selected transaction number.

Called from screen:

This screen is called by the Main Status Menu.

Calls screen:

This screen calls the Main Status Menu.

Instruction steps:

Step 1: Examine the data and make any necessary notes.

Use Print Screen capability if so desired.

Enter 'X' or ' '.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct errors.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time prior to successful completion by entering an 'X' in the Exit field.

Press the 'ENTER' key.

Edit criteria:

A. 'X' to return to Main Status Menu.

B. ' ' to continue to see the rest of the data.

5.26 TRANSACTION STATUS DISPLAY SCREEN BY TRANSACTION NUMBER

USER-ID: XXXXX		NASA EQUIPMENT NAMAGEMENT SYSTEM		DATE: MM/DD/YY	
PROGRAM: SSTTSTP1		(INVENTORY SUBSYSTEM)		TIME: HH:MM:SS	
		- INSTALLATION NAME -			
STATUS OF TRANSACTION: I14					
ENTRY REF NO	COMMENTS	ITEM NAME	LOC	ECN	DATE PROC'D
99999999	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXX	9999999	YY/MM/DD
99999999	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXX	9999999	YY/MM/DD
99999999	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXX	9999999	YY/MM/DD
	XXXXXXXXXX}				
99999999	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXX	9999999	YY/MM/DD
	XXXXXXXXXX}				
99999999	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXX	9999999	YY/MM/DD
99999999	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXX	9999999	YY/MM/DD
99999999	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXX	9999999	YY/MM/DD
ENTER NEW TRANS NO., ' ' TO CONTINUE, OR 'X' TO EXIT: _____					

Purpose:

To display the transaction status from the Inventory Status File by a selected transaction number.

Called from screen:

This screen is called by the Main Status Menu.

Calls screen:

This screen calls the Main Status Menu.

Instruction steps:

Step 1: Examine the data and make any necessary notes.

Use Print Screen capability if so desired.

Enter 'X' or ' '.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct errors.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time prior to successful completion by entering an 'X' in the Exit field.

Press the 'ENTER' key.

Edit criteria:

- A. 'X' to return to Main Status Menu.
- B. '' to continue to see the rest of the data.

5.27 DISPLAY LOCAL DATA FIELD BY ECN

USER-ID: XXXXX PROGRAM: SSTVLDP1	NASA EQUIPMENT MANAGEMENT SYSTEM (INVENTORY SUBSYSTEM) - INSTALLATION NAME - DISPLAY LOCAL DATA FOR INVENTORY ENTER THE ECN FOR LOCAL DATA DISPLAY OR ENTER 'X' TO EXIT: _____	DATE: MM/DD/YY TIME: HH:MM:SS
-------------------------------------	---	----------------------------------

Purpose:

To display the local data field from the Inventory Status File by a selected ECN number.

Called from screen:

This screen is called by the Main Status Menu.

Calls screen:

This screen calls the Main Status Menu.

Instruction steps:

Step 1: Examine the data and make any necessary notes.

Use Print Screen capability if so desired.

Press the 'ENTER' key.

Edit criteria:

None.

5.28 DISPLAY LOCAL DATA FIELD BY ECN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: SSTVLDP1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	
LOCAL DATA FOR INVENTORY DISPLAY		
LOCAL DATA FOR ECN: 9999999		

XX		
ENTER NEW ECN OR 'X' TO EXIT: _____		

Purpose:

To display the local data field from the Inventory Status File by a selected ECN number.

Called from screen:

This screen is called by the Main Status Menu.

Calls screen:

This screen calls the Main Status Menu.

Instruction steps:

Step 1: Examine the data and make any necessary notes.

Use Print Screen capability if so desired.

Press the 'ENTER' key.

Edit criteria:

None.

5.29 DISPLAY ECN STATUS

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: SSTECP1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	
INVENTORY STATUS FOR ECN: X999999		
OVERAGE		UNDERAGE

GRID LOCATION: XXXXX	GRID LOCATION: XXXXX	
USER-ID: XXXXXXXX	USER-ID: XXXXXXXX	
DATE OPENED: YY/MM/DD	DATE OPENED: YY/MM/DD	
DATE PROCESSED: YY/MM/DD	DATE PROCESSED: YY/MM/DD	
ECN IS NOT AN OVERAGE	ECN IS NOT AN UNDERAGE	
ENTER ' ' TO CONTINUE, NEW ECN, OR 'X' TO EXIT: _____		

Purpose:

To display the "overage" and/or the "underage" status of a selected ECN in the inventory system.

Called from screen:

This screen is called by the Main Status Menu.

Calls screen:

This screen calls the Main Status Menu.

Instruction steps:

Step 1: Examine the data and make any necessary notes.

Use Print Screen capability if so desired.

Press the 'ENTER' key.

Edit criteria:

None.

5.30 DISPLAY ECN STATUS

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: SSTECP1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	
ECN INVENTORY STATUS DISPLAY		
ENTER ECN FOR STATUS DISPLAY		
OR ENTER 'X' TO EXIT: _____		

Purpose:

To display the "overage" and/or the "underage" status of a selected ECN in the inventory system.

Called from screen:

This screen is called by the Main Status Menu.

Calls screen:

This screen calls the Main Status Menu.

Instruction steps:

Step 1: Examine the data and make any necessary notes.

Use Print Screen capability if so desired.

Press the 'ENTER' key.

Edit criteria:

None.

6. INVENTORY TRANSACTION FUNCTION

The Inventory Transaction Function is designed to allow the user to correct the inventory discrepancies by additions, changes, deletions, and no changes to the NEMS Equipment File in an online environment. This is accomplished through the use of specific update activities called transactions. Each transaction has a pre-formatted screen to collect and edit the information needed to fulfill the specific purpose of the transaction. This function is divided into four (4) different transaction types.

1. Add Transactions are identified by transaction number I04 to I21. Each transaction will add a record to the NEMS Equipment File. The transaction should be selected according to the way the item was acquired. The add transactions are designed to resolve the 'underage' discrepancies and a few 'overage' discrepancies.
2. Change Transactions are identified by transaction number I26 to I64 (except I32 through I34) and are used to update the existing Equipment File records to reflect an inventory activity for that equipment. The change transactions are designed to resolve the 'location', 'overage', and/or 'underage' discrepancies.
3. Delete Transactions are identified by transaction number I65 to I87 and are used to remove the equipment record from the Equipment File as a result of an inventory activity that will delete the records from the Equipment File and retire it to the NEMS Historical File. These transactions are designed to resolve the 'underage' discrepancies.
4. 'No Change' Transactions are identified by transaction number I32 to I34 and are used to remove the discrepancy flag from the inventory and bar code files. No update is made to the NEMS Equipment File. 'No Change' Transactions resolve the 'overage' and/or 'underage' discrepancies.

6.1 INVENTORY TRANSACTION MENU

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: YY/MM/DD
PROGRAM: INVTRNP1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	

NEMS INVENTORY SUBSYSTEM EQUIPMENT FILE UPDATE MENU

ENTER FUNCTION OR 'X' TO EXIT: _____

A = ADD (TRANSACTIONS I04 - I21)

C = CHANGE (TRANSACTIONS I26 - I64)

D = DELETE (TRANSACTIONS I65 - I87)

N = NO CHANGE (TRANSACTIONS I32 - I34)

Purpose:

To allow the user to choose the type of update activity to be performed against the Equipment, NEMS Inventory, and Bar Code files.

Called from screen:

This screen is called by the Inventory Main Menu.

Calls screens:

This screen can call the add transaction update menu, the change transaction update menu, the delete transaction update menu, or the no change transaction update menu.

This screen calls the Inventory Main Menu.

Instruction steps:

Step 1: Code for the type of processing desired.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'X' in the Exit field.

Press the 'ENTER' key.

Edit criteria:

Must be 'A', or 'C', 'D', 'N', or 'X'

6.2 INVENTORY ADD TRANSACTION MENU

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY/MM/DD
PROGRAM: INVTRNP2        (INVENTORY SUBSYSTEM)                    TIME: HH:MM:SS
                        - INSTALLATION NAME -

                        ADD TRANSACTION MENU

ENTER TRANSACTION NUMBER, ' ' TO CONTINUE, OR 'X' TO EXIT: _____

ECN: _____          PREVIOUS ECN: _____
DEFAULT ZIP CODE: 35812

I04 RECEIPT BY TRANSFER-FROM NASA INSTALLATION - (O)
I06 RECEIPT BY TRANSFER-FROM CONTRACTOR - (O)
I08 RECEIPT FROM LEASE IN - (O)
I09 RECEIPT FROM LOAN IN - (O)
I10 RECEIPT FROM FABRICATION - (O)
I11 RECEIPT FROM ASSEMBLY/DISASSEMBLY - (O)
I12 RECEIPT FROM FOUND ON STATION - (O)
I13 RECEIPT FROM EXCESS - (O)
I14 RECEIPT FROM RETAGGING - (O)
```

```
USER-ID: XXXXX      NASA EQUIPMENT MANAGEMENT SYSTEM      DATE: MM/DD/YY
PROGRAM: INVTRNP2    (INVENTORY SUBSYSTEM)                 TIME: HH:MM:SS
                     INSTALLATION NAME

                     ADD TRANSACTION MENU

ENTER TRANSACTION NUMBER, ' ' TO CONTINUE, OR 'X' TO EXIT: _____

ECN: _____     PREVIOUS ECN: _____
DEFAULT ZIP CODE: 35812

I15 RECEIPT FROM RETURN OF RECORD FROM HISTORICAL FILE - (O)
I19 RECEIPT FROM REINSTATING ITEM PREVIOUSLY SURVEYED - (O)
I20 RECEIPT FROM BORROW IN (NASA EQUIPMENT)
I21 RECEIPT RESULTING FROM CONVERSION OF LEASE TO PURCHASE - (O/U)

- END OF TRANSACTION LIST -
```

Purpose:

To allow the user to choose one of the add transaction numbered I04 through I21.

Called from screen:

This screen is called by the Inventory Transaction Main Menu.

Calls screens:

- A. This screen can call the transactions I04 through I21
- B. The user can return to the Inventory Transaction Main Menu by entering an 'X' in the Transaction Number field.

Instruction steps:

Step 1: Enter the transaction number, ECN, the previous ECN (if retag or a reference is being made to an existing ECN in order to pick up that ECN's values).

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'X' in the Exit field.

Press the 'ENTER' key.

Edit criteria:

ECN:

- A. Must be entered
- B. Must be one character alphanumeric then six characters numeric

Previous ECN (if retag or reference to an existing ECN):

- A. Must be entered
- B. Must be one character alphanumeric then six characters numeric
- C. Must be an ECN that is currently in the Equipment File
- D. When used as a reference, must refer to an ECN which was created by the same transaction number

6.3 INVENTORY CHANGE TRANSACTION MENU

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: YY/MM/DD
PROGRAM: INVTRNP3	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
- INSTALLATION NAME -		
CHANGE TRANSACTION MENU		
ENTER TRANSACTION NUMBER, ' ' TO CONTINUE, OR 'X' TO EXIT: _____		
ECN: _____ CUSTODIAN ACCOUNT NO: _____ (OR)		
CONTRACTOR (ACCOUNTABLE): _____ (AND) CONTRACTOR TAG NO: _____		
I26 CUSTODIAN ACCOUNT CHANGE - (O/U)		
I29 EQUIPMENT LOCATION CHANGE - (L/O/U)		
I38 BORROWED OUT - (U)		
I39 BORROWED OUT RETURNED - (O)		
I40 LOAN/LEASE OUT - (U)		
I41 LOAN/LEASE OUT-RETURNED - (O)		
I42 LOAN POOL OUT - (U)		
I43 LOAN POOL OUT-RETURNED - (O)		
I44 STORAGE IN - (U)		


```
USER-ID: XXXXX      NASA EQUIPMENT MANAGEMENT SYSTEM      DATE: MM/DD/YY
PROGRAM: INVTRNP3    (INVENTORY SUBSYSTEM)                 TIME: HH:MM:SS
                     INSTALLATION NAME

                     CHANGE TRANSACTION MENU

ENTER TRANSACTION NUMBER, ' ' TO CONTINUE, OR 'X' TO EXIT: _____

ECN: _____ CUSTODIAN ACCOUNT NO: _____ (OR)
CONTRACTOR (ACCOUNTABLE): _____ (AND) CONTRACTOR TAG NO: _____

I45  STORAGE IN-RETURNED - (O)
I52  EXCESS EQUIPMENT TURN-IN BY CUSTODIAN - (O/U)
I56  REPAIR UPDATE - (O)
I57  OFF-SITE FOR REPAIR - (U)
I64  LOCAL DATA UPDATE (NON REPORTABLE)

                     - END OF TRANSACTION LIST -
```

Purpose:

To allow the user to choose one of the change transactions numbered I26 through I64.

Called from screen:

This screen is called by the Inventory Transaction Main Menu.

Calls screens:

- A. This screen can call the transactions I26 through I64
- B. The user can return to the Inventory Transaction Main Menu by entering an 'X' in the Transaction Number field.

Instruction steps:

- Step 1: Enter the Transaction Number, ECN, and the Custodian Account Number for NASA-held equipment.

Or

Enter the Transaction Number, ECN, and the Contractor (accountable) and the Contractor Tag Number for contractor-held equipment

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'X' in the Exit field.

Press the 'ENTER' key.

Edit criteria:

ECN:

- A. Must be entered
- B. Must be one character alphanumeric then six characters numeric

Custodian Account Number:

- A. Must be entered
- B. Must be one character alphanumeric then six characters numeric

Contractor (accountable):

- A. Must be entered for contractor held equipment
- B. Must match what is currently in the record
- C. Can be entered right or left justified (stored right justified with leading spaces)

Contractor Tag No:

- A. Must be entered for contractor held equipment
- B. Must match what is currently in the record

- C. Can be entered right or left justified (stored right justified with leading spaces)

Inventory Discrepancy

Overage -

Transaction I39

Transaction I41

Transaction I43

Transaction I45

Transaction I56

Underage -

Transaction I38

Transaction I40

Transaction I42

Transaction I44

Transaction I57

Overage or underage -

Transaction I26

Transaction I52

Location or overage or underage -

Transaction I29

Local data update -

Transaction I64

6.4 INVENTORY DELETE TRANSACTION MENU

```
USER-ID: XXXXX      NASA EQUIPMENT MANAGEMENT SYSTEM      DATE: YY/MM/DD
PROGRAM: INVTRNP4    (INVENTORY SUBSYSTEM)                 TIME: HH:MM:SS
                    - INSTALLATION NAME -

                        DELETE TRANSACTION MENU

ENTER TRANSACTION NUMBER, ' ' TO CONTINUE, OR 'X' TO EXIT: _____

ECN: _____ CUSTODIAN ACCOUNT NO: _____ (OR)
CONTRACTOR (ACCOUNTABLE): _____ (AND) CONTRACTOR TAG NO: _____

I65  TRANSFER TO ANOTHER NASA INSTALLATION - (U)
I66  TRANSFER TO OTHER GOVERNMENT AGENCY - (U)
I67  TRANSFER OF GFE TO A CONTRACTOR - (U)
I69  LEASE IN-RETURNED - (U)
I70  LOAN IN-RETURNED - (U)
I71  SURVEY (MISSING EQUIPMENT) - (U)
I72  DECONTROL (REMOVAL OF TAG) - (U)
I73  DELETES RESULTING FROM ASSEMBLY/DISASSEMBLY - (U)
I74  DELETE FROM RETAG - (O/U)
```

```
USER-ID: XXXXX      NASA EQUIPMENT MANAGEMENT SYSTEM      DATE: MM/DD/YY
PROGRAM: INVTRNP4    (INVENTORY SUBSYSTEM)                 TIME: HH:MM:SS
                    INSTALLATION NAME

                        DELETE TRANSACTION MENU

ENTER TRANSACTION NUMBER, ' ' TO CONTINUE, OR 'X' TO EXIT: _____

ECN: _____ CUSTODIAN ACCOUNT NO: _____ (OR)
CONTRACTOR (ACCOUNTABLE): _____ (AND) CONTRACTOR TAG NO: _____

I75  BORROW IN - RETURNED
I80  DISPOSAL OF NASA HELD EQUIPMENT (COND CODE MORE THAN 7) BY CUST - (U)
I81  DISPOSAL OF NASA HELD EQUIPMENT BY NEMS REUTILIZATION COORD - (U)
I85  DELETE RESULTING FROM TRADE-IN - (U)
I86  TRANSFER TO REAL PROPERTY - (U)
I87  DELETE RESULTING FROM CONVERSION OF LEASE TO PURCHASE - (O/U)
I90  DISPOSAL OF EQUIPMENT

                        - END OF TRANSACTION LIST -
```

Purpose:

To allow the user to choose one of the delete transactions numbered I65 through I87.

Called from screen:

This screen is called by the Inventory Main Menu.

Calls screens:

- A. This screen can call transactions I65 through I87
- B. The user can return to the Inventory Transaction Main Menu by entering an 'X' in the Transaction Number Field.

Instruction steps:

- Step 1: Enter the Transaction Number, ECN, and the custodian Account Number for NASA-held equipment.

Or

Enter the Transaction Number, ECN, and the Contractor (accountable) and the Contractor Tag Number for contractor-held equipment

Press the 'ENTER' key.

- Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

- Step 3: The user may exit the screen at any time prior to successful completion by entering 'X' in the Exit field.

Press the 'ENTER' key.

Edit criteria:

ECN:

- A. Must be entered
- B. Must be one character alphanumeric then six characters numeric

Custodian Account Number:

- A. Must be entered for NASA-held equipment
- B. Must match what is currently in the record

Contractor (accountable):

- A. Must be entered for contractor held equipment
- B. Must match what is currently in the record
- C. Can be entered right or left justified (stored right justified with leading spaces)

Contractor Tag No:

- A. Must be entered for contractor held equipment
- B. Must match what is currently in the record
- C. Can be entered right or left justified (stored right justified with leading spaces)

Inventory Discrepancy

- A. Must be an 'underage'

6.5 INVENTORY NO CHANGE TRANSACTION MENU

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: YY/MM/DD
PROGRAM: INVTRNP5        (INVENTORY SUBSYSTEM)                     TIME: HH:MM:SS
                        - INSTALLATION NAME -

                        'NO CHANGE' TRANSACTION MENU

ENTER TRANSACTION NUMBER, ' ' TO CONTINUE, OR 'X' TO EXIT: _____

ECN: _____ CUSTODIAN ACCT NO: _____
DISCREPANCY 'O' FOR OVERAGE OR 'U' FOR UNDERAGE _

I32 OTHER CENTER - TRANSFER REQUESTED - (O)
I33 CONTRACTOR - TRANSFER REQUESTED - (O)
I34 INVENTORY UPDATE - NO CHANGE TO EQUIPMENT FILE - (O/U)

                        - END OF TRANSACTION LIST -
```

Purpose:

To allow the user to choose one of the no change transactions numbered I32 through I34.

Called from screen:

This screen is called by the Inventory Transaction Main Menu.

Calls screens:

- A. This screen can call transactions I32 through I34
- B. The user can return to the Inventory Transaction Main Menu by entering an 'X' in the Transaction Number field.

Instruction steps:

- Step 1: Enter the Transaction Number, ECN, and the Custodian Account Number.
- 'U' for underage discrepancy
- 'O' for overage discrepancy
- Press the 'ENTER' key.
- Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.
- Press the 'ENTER' key.
- This step may be repeated as many times as necessary.
- Step 3: The user may exit the screen at any time prior to successful completion by entering 'X' in the Exit field.
- Press the 'ENTER' key.

Edit criteria:

ECN:

- A. Must be entered
- B. Must be one character alphanumeric then six characters numeric

Custodian Account Number:

- A. Must be entered for NASA-held equipment
- B. Must match what is currently in the record

Inventory Discrepancy

Overage -

Transaction I32 and I33

Overage or underage -

Transaction I34

6.6 INVENTORY NO CHANGE TRANSACTION MENU

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: YY/MM/DD
PROGRAM: INVTRNP5	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
- INSTALLATION NAME -		
'NO CHANGE' TRANSACTION MENU		
ENTER TRANSACTION NUMBER, ' ' TO CONTINUE, OR 'X' TO EXIT: _____		
ECN: _____	CUSTODIAN ACCT NO: _____	
DISCREPANCY 'O' FOR OVERAGE OR 'U' FOR UNDERAGE _		
I32	OTHER CENTER - TRANSFER REQUESTED - (O)	
I33	CONTRACTOR - TRANSFER REQUESTED - (O)	
I34	INVENTORY UPDATE - NO CHANGE TO EQUIPMENT FILE - (O/U)	
- END OF TRANSACTION LIST -		

Purpose:

To allow the user to choose one of the no change transactions numbered I32 through I34.

Called from screen:

This screen was called by the Inventory Transaction Main Menu.

Calls screens:

- A. This screen can call transactions I32 through I34
- B. The user can return to the Inventory Transaction Main Menu by entering an 'X' in the Transaction Number field.

Instruction steps:

- Step 1: Enter the Transaction Number, ECN, and the Grid Location.
- ‘U’ for underage discrepancy
- ‘O’ for overage discrepancy
- Press the ‘ENTER’ key.
- Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.
- Press the ‘ENTER’ key.
- This step may be repeated as many times as necessary.
- Step 3: The user may exit the screen at any time prior to successful completion by entering ‘X’ in the Exit field.
- Press the ‘ENTER’ key.

Edit criteria:

ECN:

- A. Must be entered
- B. Must be one character alphanumeric then six characters numeric

Custodian Account Number:

- A. Must be entered for NASA-held equipment
- B. Must match what is currently in the record

Inventory Discrepancy

Overage -

Transaction I32 and I33

Overage or underage -

Transaction I34

6.7 TRANSACTION I34 - INVENTORY NO CHANGE

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: TRNI34P1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	
I34 - NO CHANGE FOR UNDERAGE ITEMS		
CUSTODIAN ACCOUNT NO: XXXXX	DISCREPANCY FLAG: U	
ECN: XXXXXXXX		
ADDITIONAL ECNS: _____		
(MAY BE BLANK)	_____	_____
	_____	_____
	_____	_____
(REASON FOR NO CHANGE MUST BE ENTERED IN LOCAL DATA)		
	LOCAL DATA (Y): Y	
ENTER 'C' TO CANCEL: _____		

Purpose:

Transaction I34 is used to correct the multiple overage or underage discrepancies for a selected Custodian Account Number. If the transaction is used to correct the underage discrepancy, after inventory files are corrected the record is updated on the Equipment File. If the transaction is used to correct the overage discrepancy, inventory files are updated but no updates are made on the Equipment File. For both discrepancies a record is written on the daily transaction file.

Called from screen:

This screen was called by the Inventory No Change Transaction Menu.

Calls screens:

- A. The successful completion or cancellation of this transaction will return the user to the No Change Transaction Menu.
- B. A local data screen will be supplied after all other edits are completed.

Instruction steps:

- Step 1: This screen will appear with the selected Custodian Account Number and Discrepancy Type. The user is prompted to enter up to twenty (20) ECN's to correct discrepancies.

Enter the desired ECN's.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'C' in the cancel field.

Press the 'ENTER' key.

Edit criteria:

ECN:

- A. Must enter at least one ECN
- B. Must be of the specified discrepancy type

Enter 'C' to cancel:

- A. Optional
- B. Must be either 'C' or spaces

Generated fields for Equipment File:

- A. Entry Reference Number
- B. Transaction Number
- C. Local Data

7. INVENTORY REPORT SELECTION FUNCTION

The Report Selection Function allows the user to control the processing of inventory reports. The inventory reports are designed to be scheduled or submitted (On-Request Reports) online, then processed overnight in batch mode. With the three options of this function the following can be accomplished:

- I. **SELECT ON-REQUEST REPORTS.** All reports in the inventory system are listed on a screen. The user selects the report to be run by its report

number. This will be a one time only run. If the report requires input parameters, a second screen is used to capture this information. Finally, a screen displaying default distribution information is displayed. Users may change it to fit their needs.

- II. **ALTER CURRENTLY SCHEDULED JOBS.** A screen is displayed showing all the On-Request Reports scheduled to run that night. The users can alter report status in any of three ways:
 - A. Postpone (P) the report so that it will run the following night.
 - B. Cancel (C) the report. The on-request report will be deleted from the list of reports scheduled to be produced.
 - C. Return () a previously postponed, or canceled report to its scheduled execution. This change can only be made prior to the nightly batch run.
- III. **ESTABLISH DEFAULT DISTRIBUTION INFORMATION.** Distribution information means: distribution (office or individual to whom operations will deliver the report), Mail Stop, Number of Copies, Printer Destination Code, Report Print Type and Binding Instructions. Contact your NEMS ADP representative for additional information.

As in the other inventory functions, information is displayed, entered, and edited through a series of screens. Errors are displayed on the bottom two lines of the screen and the user is given as many attempts as is necessary to enter the data. If for any reason the user wishes to leave a screen without any activity being initiated, every screen has either an exit or cancel field which will allow him to do so.

7.1 INVENTORY REPORT SELECTION MENU

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: INVRPTP1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	
INVENTORY SUBSYSTEM REPORT SELECTION MENU		
ENTER FUNCTION OR 'X' TO EXIT: _____		
1. SELECT ON-REQUEST REPORTS		
2. ALTER CURRENTLY SCHEDULED JOBS		
3. CHANGE STANDARD REPORT DISTRIBUTION		

Purpose:

To allow the user to select the report options.

Called from screen

This screen is called by the Inventory Main Menu.

Calls screens:

- I. At present, there are three report functions which the user may invoke.
They are:

- A. Select On-Request Reports
- B. Alter Currently Scheduled Jobs
- C. Change Standard Report Distribution

These screens return to the Inventory Report Selection Menu.

2. Upon completion, this screen calls the Inventory Main Menu.

Instruction Steps:

Step 1: Enter the number corresponding to the option you wish to perform or an 'X' to return to the Inventory Main Menu.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Edit Criteria:

Valid function or 'X'

7.2 INVENTORY ON-REQUEST REPORT SELECTION MENU

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: INVRSLP1        (INVENTORY SUBSYSTEM)                    TIME: HH:MM:SS
                        - INSTALLATION NAME -

                        INVENTORY ON-REQUEST REPORT SELECTION MENU

                        ENTER REPORT NUMBER, ' ' TO CONTINUE, OR 'X' TO EXIT: _____

750  PRE-INVENTORY PROPERTY SUMMARY REPORT BY CUSTODIAN ACCOUNT
751  PRE-INVENTORY PROPERTY SUMMARY REPORT BY LOCATION
752  INVENTORY TRANSACTION STATISTICAL SUMMARY
753  CUSTODIAN INVENTORY STATISTICAL SUMMARY
754  ITEMS HELD FOR CENTERWIDE ACCOUNT REPORT
760  INVENTORY UNDERAGE DISCREPANCY REPORT
761  INVENTORY OVERAGE DISCREPANCY REPORT
762  INVENTORY LOCATION CHANGE REPORT
763  INVENTORY MATCHED ITEMS REPORT
764  BAR CODE FILE DISPLAY REPORT BY CUSTODIAN
765  BAR CODE FILE DISPLAY REPORT BY CUSTODIAN SORTED BY ECN
766  POST INVENTORY CUSTODIAN ACCOUNT PROPERTY REPORT
```

```
USER-ID: XXXX      NASA EQUIPMENT MANAGEMENT SYSTEM      DATE: MM/DD/YY
PROGRAM: INVRSLP1  (INVENTORY SUBSYSTEM)                 TIME: HH:MM:SS
                  INSTALLATION NAME

                INVENTORY ON-REQUEST REPORT SELECTION MENU

    ENTER REPORT NUMBER, ' ' TO CONTINUE, OR 'X' TO EXIT: _____

769 INVENTORY GRID LOCATION NOT CHANGED REPORT
771 RECORDS NOT INVENTORIED REPORT
970 GRID LOCATION MISSING ITEM REPORT BY ECN **MSFC**
972 GRID LOCATION MISSING SCANS REPORT BY BLDG **MSFC**
973 CUSTODIAN SUMMARY REPORT BY GRID LOCATION **MSFC**
974 GRID LOCATION INV STATS BY CUSTODIAN **MSFC**
975 INVENTORY BY CUSTOD; CHG LOCATION & MATCHED STAT **MSFC**
976 GRID LOCATION UNDERAGES WITH TRANSACTIONS **MSFC**
977 GRID LOCATION UNDERAGES WITH SCAN'S          **MSFC**
978 INVENTORY SCAN UPLOAD ERROR REPORT **MSFC**

                - END OF REPORT LIST -
```

Purpose:

To list all the On-Request Reports in the inventory subsystem in a report number order.

Called from screen:

This screen is called by the Inventory Report Selection Menu, and by either the Report Distribution Information Screen or by the Report Selection Criteria Screen.

Calls screen:

1. This screen calls the Report Distribution Information Screen, or a Report Selection Criteria Screen if the report needs selection criteria.
2. Upon completion, this screen calls the Inventory Report Selection Menu.

Instruction Steps:

Step 1: Select the report you wish to submit for overnight processing.

To return to the Inventory Report Selection Menu, place an 'X' in the report number field.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Edit Criteria:

A valid report number, blank, or 'X'.

7.3 INVENTORY ON-REQUEST REPORT SELECTION MENU

```
USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: INVRSLP1        (INVENTORY SUBSYSTEM)                    TIME: HH:MM:SS
                        - INSTALLATION NAME -

                        INVENTORY ON-REQUEST REPORT SELECTION MENU

                        ENTER REPORT NUMBER, ' ' TO CONTINUE, OR 'X' TO EXIT: _____

750 PRE-INVENTORY PROPERTY SUMMARY REPORT BY CUSTODIAN ACCOUNT
751 PRE-INVENTORY PROPERTY SUMMARY REPORT BY LOCATION
752 INVENTORY TRANSACTION STATISTICAL SUMMARY
753 CUSTODIAN INVENTORY STATISTICAL SUMMARY
754 ITEMS HELD FOR CENTERWIDE ACCOUNT REPORT
760 INVENTORY UNDERAGE DISCREPANCY REPORT
761 INVENTORY OVERAGE DISCREPANCY REPORT
762 INVENTORY LOCATION CHANGE REPORT
763 INVENTORY MATCHED ITEMS REPORT
764 BAR CODE FILE DISPLAY REPORT BY CUSTODIAN
765 BAR CODE FILE DISPLAY REPORT BY CUSTODIAN SORTED BY ECN
766 POST INVENTORY CUSTODIAN ACCOUNT PROPERTY REPORT
```

Purpose:

To list all the On-Request Reports in the Inventory subsystem in a report number order.

Called from screen:

This screen is called by the Inventory Report Selection Menu, and by either the Report Distribution Information Screen or by the Report Selection Criteria Screen.

Calls screen:

1. This screen calls the Report Distribution Information Screen, or a Report Selection Criteria Screen if the report needs selection criteria.

2. Upon completion, this screen calls the Inventory Report Selection Menu.

Instruction Steps:

- Step 1: Select the report you wish to submit for overnight processing.

To return to the Inventory Report Selection Menu, place an 'X' in the Report Number Field.

Press the 'ENTER' key.

- Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Edit Criteria:

A valid report number, blank, or 'X'.

7.4 INVENTORY REPORT 750 SELECTION CRITERIA SCREEN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: PRM750P1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	
PRE-INVENTORY SUMMARY REPORT BY CUSTODIAN ACCOUNT REQUEST		
BEGINNING CUSTODIAN ACCOUNT NUMBER: _____	(DEFAULT IS ' A ')	
ENDING CUSTODIAN ACCOUNT NUMBER: _____	(DEFAULT IS '99999')	
		ENTER 'C' TO CANCEL: _____

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters the Custodian Account Number.

The report will be processed based on the values entered, or the default values.

Called from screen:

This screen is called by the Inventory On-Request Report Selection Menu.

Calls screen:

Upon completion, this screen calls the Inventory Report Distribution Information Screen.

Instruction Steps:

Step 1: The selection fields display the default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the Inventory On-Request Report Selection Menu.

Press the 'ENTER' key.

Edit Criteria:

Custodian Account Number:

1. Beginning value must be less than or equal to the ending value

Cancel Field:

1. 'C' or blank

7.5 INVENTORY REPORT 750 SELECTION CRITERIA SCREEN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: PRM750P1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
- INSTALLATION NAME -		
PRE-INVENTORY SUMMARY REPORT BY GRID LOCATION		
BEGINNING GRID LOCATION: _____	(DEFAULT IS ' ')	
ENDING GRID LOCATION: _____	(DEFAULT IS '99999')	
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters the grid location. The report will be processed based on the values entered, or the default values.

Called from screen:

This screen is called by the Inventory On-Request Report Selection Menu.

Calls screen:

Upon completion, this screen calls the Inventory Report Distribution Information Screen.

Instruction Steps:

Step 1: The selection fields display the default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the Inventory On-Request Report Selection Menu.

Press the 'ENTER' key.

Edit Criteria:

Grid Location:

1. Beginning value must be less than or equal to the ending value

Cancel Field:

1. 'C' or blank

7.6 INVENTORY REPORT 751 SELECTION CRITERIA SCREEN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: PRM751P1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	
PRE-INVENTORY SUMMARY REPORT BY LOCATION		
BEGINNING LOCATION, BUILDING NUMBER: _____ (DEFAULT IS ' A ')		
ENDING LOCATION, BUILDING NUMBER: _____ (DEFAULT IS '99999')		
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters the building number. The report will be processed based on the values entered, or the default values.

Called from screen:

This screen is called by the Inventory On-Request Report Selection Menu.

Calls screen:

Upon completion, this screen calls the Inventory Report Distribution Information Screen.

Instruction Steps:

Step 1: The selection fields display the default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the Inventory On-Request Report Selection Menu.

Press the 'ENTER' key.

Edit Criteria:

Location - Building Number:

1. Beginning value must be less than or equal to the ending value

2. Must be on Building Number Table

Cancel Field:

1. 'C' or blank

7.7 INVENTORY REPORT 751 SELECTION CRITERIA SCREEN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: PRM751P1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
- INSTALLATION NAME -		
PRE-INVENTORY SUMMARY REPORT BY EQUIPMENT LOCATION		
BEGINNING LOCATION, BUILDING NUMBER: _____ (DEFAULT IS ' A ')		
ENDING LOCATION, BUILDING NUMBER: _____ (DEFAULT IS '99999')		
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters the building number. The report will be processed based on the values entered, or the default values.

Called from screen:

This screen is called by the Inventory On-Request Report Selection Menu.

Calls screen:

Upon completion, this screen calls the Inventory Report Distribution Information Screen.

Instruction Steps:

Step 1: The selection fields display the default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default

can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the Inventory On-Request Report Selection Menu.

Press the 'ENTER' key.

Edit Criteria:

Location - Building Number:

1. Beginning value must be less than or equal to the ending value
2. Must be on Building Number Table

Cancel Field:

1. 'C' or blank

7.8 INVENTORY REPORT 752 SELECTION CRITERIA SCREEN

USER-ID: MSSJK	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: 09/29/97
PROGRAM: PRM752P1	(INVENTORY SUBSYSTEM)	TIME: 14:45:46

INVENTORY TRANSACTION STATISTICAL SUMMARY

BEGINNING DATE: ____ _ _ DEFAULT IS '19260101' 'YYYYMMDD' FORMAT

ENDING DATE: ____ _ _ DEFAULT IS '20251231' 'YYYYMMDD' FORMAT

ENTER 'C' TO CANCEL: _____

Purpose:

This screen displays the field which is the basis of selecting the records to be used in the report. The user enters the beginning and ending date. The report will be processed based on the values entered, or the default values.

Called from screen:

This screen is called by the Inventory On-Request Report Selection Menu.

Calls screen:

Upon completion, this screen calls the Inventory Report Distribution Information Screen.

Instruction Steps:

Step 1: Enter the desired date range.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the Inventory On-Request Report Selection Menu.

Press the 'ENTER' key.

Edit Criteria:

Beginning Date:

- A. Must be numeric
- B. Must be in 'YYYYMMDD' format
- C. Must not be greater than ending date

Ending Date:

- A. Must be numeric
- B. Must be in 'YYYYMMDD' format
- C. Must not be less than Beginning Date

Cancel Field:

- A. 'C' or blank

7.9 INVENTORY REPORT 753 SELECTION CRITERIA SCREEN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: PRM753P1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
- INSTALLATION NAME -		
CUSTODIAN INVENTORY STATISTICAL REPORT		
CUSTODIAN ACCOUNT NUMBER: _____		
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen displays the field which is the basis of selecting the records to be used in the report. The user enters the custodian account number. The report will be processed based on the values entered, or the default values.

Called from screen:

This screen is called by the Inventory On-Request Report Selection Menu.

Calls screen:

Upon completion, this screen calls the Inventory Report Distribution Information Screen.

Instruction Steps:

Step 1: Enter the desired Custodian Account Number.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the Inventory On-Request Report Selection Menu.

Press the 'ENTER' key.

Edit Criteria:

Custodian Account Number:

A. Must be on Custodian Account Number Table

Cancel Field:

A. 'C' or blank

7.10 INVENTORY REPORT 753 SELECTION CRITERIA SCREEN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: PRM753P1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
- INSTALLATION NAME -		
GRID LOCATION INVENTORY STATISTICAL REPORT		
GRID LOCATION: _____		
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen displays the field which is the basis of selecting the records to be used in the report. The user enters the grid location. The report will be processed based on the values entered, or the default value.

Called from screen:

This screen is called by the Inventory On-Request Report Selection Menu.

Calls screen:

Upon completion, this screen calls the Inventory Report Distribution Information Screen.

Instruction Steps:

Step 1: Enter the desired Grid Location.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the Inventory On-Request Report Selection Menu.

Press the 'ENTER' key.

Edit Criteria:

Grid Location:

A. Location must be entered

Cancel Field:

A. 'C' or blank

7.11 INVENTORY REPORT 754 SELECTION CRITERIA SCREEN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: PRM754P1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
- INSTALLATION NAME -		
ITEMS HELD FOR CENTERWIDE ACCOUNT REPORT		
CUSTODIAN ACCOUNT NUMBER: _____		
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen displays the field which is the basis of selecting the records to be used in the report. The user enters the custodian account number. The report will be processed based on the values entered, or the default value.

Called from screen:

This screen is called by the Inventory On-Request Report Selection Menu.

Calls screen:

Upon completion, this screen calls the Inventory Report Distribution Information Screen.

Instruction Steps:

Step 1: Enter the desired Custodian Account Number.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the Inventory On-Request Report Selection Menu.

Press the 'ENTER' key.

Edit Criteria:

Custodian Account Number:

A. Must be on Custodian Account Number Table

Cancel Field:

A. 'C' or blank

7.12 INVENTORY REPORT 760 SELECTION CRITERIA SCREEN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: PRM760P1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	
CUSTODIAN ACCOUNT MISSING ITEMS REPORT		
CUSTODIAN ACCOUNT: _____		
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen displays the field which is the basis of selecting the records to be used in the report. The user enters the Custodian Account Number. The report will be processed based on the values entered, or the default value.

Called from screen:

This screen is called by the Inventory On-Request Report Selection Menu.

Calls screen:

Upon completion, this screen calls the Inventory Report Distribution Information Screen.

Instruction Steps:

Step 1: Enter the desired Custodian Account Number.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the Inventory On-Request Report Selection Menu.

Press the 'ENTER' key.

Edit Criteria:

Custodian Account Number:

A. Must be on Custodian Account Number Table

Cancel Field:

A. 'C' or blank

7.13 INVENTORY REPORT 760 SELECTION CRITERIA SCREEN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: PRM760P1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
- INSTALLATION NAME -		
GRID LOCATION MISSING ITEMS REPORT		
GRID LOCATION: _____		
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen displays the field which is the basis of selecting the records to be used in the report. The user enters the grid location. The report will be processed based on the values entered, or the default values.

Called from screen:

This screen is called by the Inventory On-Request Report Selection Menu.

Calls screen:

Upon completion, this screen calls the Inventory Report Distribution Information Screen.

Instruction Steps:

Step 1: Enter the desired Grid Location.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the Inventory On-Request Report Selection Menu.

Press the 'ENTER' key.

Edit Criteria:

Grid Location:

A. Must be entered

Cancel Field:

A. 'C' or blank

7.14 INVENTORY REPORT 761 SELECTION CRITERIA SCREEN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: PRM761P1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
- INSTALLATION NAME -		
CUSTODIAN ACCOUNT OVERAGE ITEMS REPORT		
CUSTODIAN ACCOUNT NUMBER: _____		
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen displays the field which is the basis of selecting the records to be used in the report. The user enters the Custodian Account Number. The report will be processed based on the values entered.

Called from screen:

This screen is called by the Inventory On-Request Report Selection Menu.

Calls screen:

Upon completion, this screen calls the Inventory Report Distribution Information Screen.

Instruction Steps:

Step 1: Enter the desired custodian account number.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the Inventory On-Request Report Selection Menu.

Press the 'ENTER' key.

Edit Criteria:

Custodian Account Number:

- A. Must be on Custodian Account Number Table

Cancel field:

- A. 'C' or blank

7.15 INVENTORY REPORT 761 SELECTION CRITERIA SCREEN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: PRM761P1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
- INSTALLATION NAME -		
GRID LOCATION OVERAGE ITEMS REPORT		
GRID LOCATION: _____		
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen displays the field which is the basis of selecting the records to be used in the report. The user enters the grid location. The report will be processed based on the value entered.

Called from screen:

This screen is called by the Inventory On-Request Report Selection Menu.

Calls screen:

Upon completion, this screen calls the Inventory Report Distribution Information Screen.

Instruction Steps:

Step 1: Enter the desired Grid Location.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the Inventory On-Request Report Selection Menu.

Press the 'ENTER' key.

Edit Criteria:

Grid Location:

A. Must be entered

Cancel Field:

A. 'C' or blank

7.16 INVENTORY REPORT 762 SELECTION CRITERIA SCREEN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: PRM762P1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	
INVENTORY LOCATION CHANGE REPORT		
CUSTODIAN ACCOUNT NUMBER: _____		
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen displays the field which is the basis of selecting the records to be used in the report. The user enters the custodian account number. The report will be processed based on the value entered.

Called from screen:

This screen is called by the Inventory On-Request Report Selection Menu.

Calls screen:

Upon completion, this screen calls the Inventory Report Distribution Information Screen.

Instruction Steps:

Step 1: Enter the desired custodian account number.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the Inventory On-Request Report Selection Menu.

Press the 'ENTER' key.

Edit Criteria:

Custodian Account Number:

A. Must be on Custodian Account Number Table

Cancel Field:

A. 'C' or blank

7.17 INVENTORY REPORT 762 SELECTION CRITERIA SCREEN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: PRM762P1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	
	INVENTORY LOCATION CHANGE REPORT	
GRID LOCATION: _____		
	ENTER 'C' TO CANCEL: _____	

Purpose:

This screen displays the field which is the basis of selecting the records to be used in the report. The user enters the Grid Location. The report will be processed based on the value entered.

Called from screen

This screen is called by the Inventory On-Request Report Selection Menu.

Calls screen:

Upon completion, this screen calls the Inventory Report Distribution Information Screen.

Instruction Steps:

Step 1: Enter the desired Grid Location.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the Inventory On-Request Report Selection Menu.

Press the 'ENTER' key.

Edit Criteria:

Grid Location:

A. Must be entered

Cancel Field:

A. 'C' or blank

7.18 INVENTORY REPORT 763 SELECTION CRITERIA SCREEN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: PRM763P1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	
INVENTORY MATCHED ITEMS REPORT		
CUSTODIAN ACCOUNT NUMBER: _____		
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen displays the field which is the basis of selecting the records to be used in the report. The user enters the Custodian Account Number. The report will be processed based on the value entered.

Called from screen:

This screen is called by the Inventory On-Request Report Selection Menu.

Calls screen:

Upon completion, this screen calls the Inventory Report Distribution Information Screen.

Instruction Steps:

Step 1: Enter the desired custodian account number.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the Inventory On-Request Report Selection Menu.

Press the 'ENTER' key.

Edit Criteria:

Custodian Account Number:

A. Must be on Custodian Account Number Table

Cancel field:

A. 'C' or blank

7.19 INVENTORY REPORT 763 SELECTION CRITERIA SCREEN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: PRM763P1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	
	INVENTORY MATCHED ITEMS REPORT	
GRID LOCATION: _____		
	ENTER 'C' TO CANCEL: _____	

Purpose:

This screen displays the field which is the basis of selecting the records to be used in the report. The user enters the Grid Location. The report will be processed based on the value entered.

Called from screen

This screen is called by the Inventory On-Request Report Selection Menu.

Calls screen:

Upon completion, this screen calls the Inventory Report Distribution Information Screen.

Instruction Steps:

Step 1: Enter the desired Grid Location.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the Cancel field. The user will return to the Inventory On-Request Report Selection Menu.

Press the 'ENTER' key.

Edit criteria:

Grid Location:

A. Must be entered

Cancel Field:

A. 'C' or blank

7.20 INVENTORY REPORT 764 SELECTION CRITERIA SCREEN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: PRM764P1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
- INSTALLATION NAME -		
BAR CODE FILE DISPLAY REPORT BY CUSTODIAN		
CUSTODIAN ACCOUNT NUMBER: _____		
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen displays the field which is the basis of selecting the records to be used in the report. The user enters the Custodian Account Number. The report will be processed based on the value entered.

Called from screen:

This screen is called by the Inventory On-Request Report Selection Menu.

Calls screen:

Upon completion, this screen calls the Inventory Report Distribution Information Screen.

Instruction steps:

Step 1: Enter the desired Custodian Account Number.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the Cancel field. The user will return to the Inventory On-Request Report Selection Menu.

Press the 'ENTER' key.

Edit criteria:

Custodian Account Number:

A. Must be on Custodian Account Number Table

Cancel Field:

A. 'C' or blank

7.21 INVENTORY REPORT 764 SELECTION CRITERIA SCREEN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: PRM764P1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
- INSTALLATION NAME -		
BAR CODE FILE DISPLAY REPORT BY LOCATION		
GRID LOCATION: _____		
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen displays the field which is the basis of selecting the records to be used in the report. The user enters the Grid Location. The report will be processed based on the value entered.

Called from screen:

This screen is called by the Inventory On-Request Report Selection Menu.

Calls screen:

Upon completion, this screen calls the Inventory Report Distribution Information Screen.

Instruction Steps:

Step 1: Enter the desired Grid Location.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the Inventory On-Request Report Selection Menu.

Press the 'ENTER' key.

Edit Criteria:

Grid Location:

A. Must be entered

Cancel Field:

A. 'C' or blank

7.22 INVENTORY REPORT 765 SELECTION CRITERIA SCREEN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: PRM765P1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
- INSTALLATION NAME -		
BAR CODE FILE DISPLAY REPORT BY ECN		
CUSTODIAN ACCOUNT NUMBER: _____		
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen displays the field which is the basis of selecting the records to be used in the report. The user enters the Custodian Account Number. The report will be processed based on the value entered.

Called from screen:

This screen is called by the Inventory On-Request Report Selection Menu.

Calls screen:

Upon completion, this screen calls the Inventory Report Distribution Information Screen.

Instruction Steps:

Step 1: Enter the desired Custodian Account Number.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the Inventory On-Request Report Selection Menu.

Press the 'ENTER' key.

Edit Criteria:

Custodian Account Number:

A. Must be on Custodian Account Number Table

Cancel Field:

A. 'C' or blank

7.23 INVENTORY REPORT 765 SELECTION CRITERIA SCREEN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: PRM765P1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	
BAR CODE FILE DISPLAY REPORT BY ECN		
GRID LOCATION: _____		
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen displays the field which is the basis of selecting the records to be used in the report. The user enters the Grid Location. The report will be processed based on the value entered.

Called from screen:

This screen is called by the Inventory On-Request Report Selection Menu.

Calls screen:

Upon completion, this screen calls the Inventory Report Distribution Information Screen.

Instruction Steps:

Step 1: Enter the desired Grid Location.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the Inventory On-Request Report Selection Menu.

Press the 'ENTER' key.

Edit Criteria:

Grid Location:

A. Must be entered

Cancel Field:

A. 'C' or blank

7.24 INVENTORY REPORT 766 SELECTION CRITERIA SCREEN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: PRM766P1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
- INSTALLATION NAME -		
POST INVENTORY CUSTODIAN ACCOUNT PROPERTY REPORT		
CUSTODIAN ACCOUNT NUMBER: _____		
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen displays the field which is the basis of selecting the records to be used in the report. The user enters the Custodian Account Number. The report will be processed based on the value entered.

Called from screen:

This screen is called by the Inventory On-Request Report Selection Menu.

Calls screen:

Upon completion, this screen calls the Inventory Report Distribution Information Screen.

Instruction Steps:

Step 1: Enter the desired custodian account number.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the Inventory On-Request Report Selection Menu.

Press the 'ENTER' key.

Edit Criteria:

Custodian Account Number:

- A. Must be on Custodian Account Number Table

Cancel Field:

- A. 'C' or blank

7.25 INVENTORY REPORT 766 SELECTION CRITERIA SCREEN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: PRM766P1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
- INSTALLATION NAME -		
POST INVENTORY CUSTODIAN ACCOUNT PROPERTY REPORT		
GRID LOCATION: _____		
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen displays the field which is the basis of selecting the records to be used in the report. The user enters the Grid Location. The report will be produced based on the value entered.

Called from screen:

This screen is called by the Inventory On-Request Report Selection Menu.

Calls screen:

Upon completion, this screen calls the Inventory Report Distribution Information Screen.

Instruction Steps:

Step 1: Enter the desired Grid Location.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the Inventory On-Request Report Selection Menu.

Press the 'ENTER' key.

Edit Criteria:

Grid Location: Must be entered

Cancel Field: 'C' or blank

7.26 INVENTORY REPORT 768 SELECTION CRITERIA SCREEN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: PRM768P1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	
INVENTORY DAILY TRANSACTION REGISTER		
BEGINNING CUSTODIAN ACCOUNT NUMBER: _____	(DEFAULT IS ' A ')	
ENDING CUSTODIAN ACCOUNT NUMBER: _____	(DEFAULT IS '99999')	
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen displays the field which is the basis of selecting the records to be used in the report. The user enters the Custodian Account Number. The report will be produced based on the values entered, or the default values.

Called from screen:

This screen is called by the Inventory On-Request Report Selection Menu.

Calls screen:

Upon completion, this screen calls the Inventory Report Distribution Information Screen.

Instruction Steps:

Step 1: Enter the desired Custodian Account Number.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the Inventory On-Request Report Selection Menu.

Press the 'ENTER' key.

Edit Criteria:

Beginning CUST-ACCT-NO:

- A. Must be on Custodian Account Number Table
- B. Must be less than Ending Custodian Account Number

Ending CUST-ACCT-NO:

- A. Must be on Custodian Account Number Table
- B. Must be greater than Beginning Custodian Account Number

Cancel Field: 'C' or blank

7.27 INVENTORY REPORT 769 SELECTION CRITERIA SCREEN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: PRM769P1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
- INSTALLATION NAME -		
INVENTORY LOCATION NOT CHANGED REPORT		
CUSTODIAN ACCOUNT NUMBER: _____		
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen displays the field which is the basis of selecting the records to be used in the report. The user enters the Custodian Account Number. The report will be produced based on the values entered.

Called from screen:

This screen is called by the Inventory On-Request Report Selection Menu.

Calls screen:

Upon completion, this screen calls the Inventory Report Distribution Information Screen.

Instruction Steps:

Step 1: Enter the desired Custodian Account Number.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the Inventory On-Request Report Selection Menu.

Press the 'ENTER' key.

Edit Criteria:

Beginning CUST-ACCT-NO: Must be on Custodian Account Number Table

Cancel Field: 'C' or blank

7.28 INVENTORY REPORT 769 SELECTION CRITERIA SCREEN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: PRM769P1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	
INVENTORY LOCATION NOT CHANGED REPORT		
GRID LOCATION:	_____	
		ENTER 'C' TO CANCEL: _____

Purpose:

This screen displays the field which is the basis of selecting the records to be used in the report. The user enters the Grid Location. The report will be produced based on the values entered.

Called from screen:

This screen is called by the Inventory On-Request Report Selection Menu.

Calls screen:

Upon completion, this screen calls the Inventory Report Distribution Information Screen.

Instruction Steps:

Step 1: Enter the desired Grid Location.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the Inventory On-Request Report Selection Menu.

Press the 'ENTER' key.

Edit Criteria:

Grid Location: Must be entered

Cancel Field: 'C' or blank

7.29 INVENTORY REPORT 771 RECORDS NOT INVENTORIED REPORT

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: PRM771P1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
- INSTALLATION NAME -		
RECORDS NOT INVENTORIED REPORT		
BEGINNING CUSTODIAN ACCOUNT NUMBER: _____ (DEFAULT IS ' A ')		
ENDING CUSTODIAN ACCOUNT NUMBER: _____ (DEFAULT IS '99999')		
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen displays the field which is the basis of selecting the records to be used in the report. The user enters the Custodian Account Number. The report will be produced based on the values entered, or the default values.

Called from screen:

This screen is called by the Inventory On-Request Report Selection Menu.

Calls screen:

Upon completion, this screen calls the Inventory Report Distribution Information Screen.

Instruction Steps:

Step 1: The selection fields display the default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the Inventory On-Request Report Selection Menu.

Press the 'ENTER' key.

Edit Criteria:

Custodian Account Number:

A. Beginning value must be less than or equal to the ending value

Cancel Field: 'C' or blank

7.30 INVENTORY REPORT 771 RECORDS NOT INVENTORIED REPORT

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: PRM771P1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	
RECORDS NOT INVENTORIED REPORT		
BEGINNING GRID LOCATION: _____	(DEFAULT IS ' A ')	
ENDING GRID LOCATION: _____	(DEFAULT IS '99999')	
		ENTER 'C' TO CANCEL: _____

Purpose:

This screen displays the field which is the basis of selecting the records to be used in the report. The user enters the Custodian Account Number.

The report will be processed based on the values entered, or the default values.

Called from screen:

This screen is called by the Inventory On-Request Report Selection Menu.

Calls screen:

Upon completion, this screen calls the Inventory Report Distribution Information Screen.

Instruction Steps:

Step 1: The selection fields display the default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the Inventory On-Request Report Selection Menu.

Press the 'ENTER' key.

Edit Criteria:

Custodian Account Number: Beginning value must be less than or equal to the ending value

Cancel Field: 'C' or blank

7.31 INVENTORY REPORT DISTRIBUTION INFORMATION SCREEN

USER-ID: MSSJK	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: INVRSLP2	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
MARSHALL SPACE FLIGHT CENTER		

INVENTORY REPORT DISTRIBUTION INFORMATION

EFFECTIVE DATE (MM DD YYYY): __ __ ____

DISTRIBUTION: XXX_____

MAIL STOP: XXXX__

NUMBER OF COPIES: 01

PRINTER DESTINATION CODE: 041_____

REPORT PRINT TYPE - XEROX (X) OR PRINTER (P): X

BINDING INSTRUCTIONS (IF XEROX): U

G - GLUE BOUND	U - UNBOUND
S - STAPLED	V - VELOBOUND

ENTER 'C' TO CANCEL: _____

Purpose:

This screen displays the default report distribution information. The user may modify it as needed. This Distribution Information will be used for this run only; the default information is not affected.

Called from screen:

This screen is called by the Inventory On-Request Report Selection Menu or by a Report Selection Criteria Screen.

Calls screen:

Upon completion, this screen calls the Inventory On-Request Report Selection Screen.

Instruction Steps:

Step 1: The default report selection information will be displayed on the screen. Change whichever fields do not meet your requirements.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the Inventory On-Request Report Selection Menu.

Press the 'ENTER' key.

Edit Criteria:

Effective Date:

- A. Mandatory
- B. Must be numeric
- C. Must be in format 'MMDDYYYY'
- D. Must be greater than or equal to the current date

Distribution:

- A. Mandatory
- B. No further edits

Mail Stop:

- A. Mandatory
- B. No further edits

Number of Copies:

- A. Mandatory
- B. Must be numeric between 1 and 99

Printer Destination Codes:

- A. Mandatory
- B. No further edits

Report Print Types:

- A. Mandatory
- B. Must be 'X' or 'P'

Binding Instructions:

- A. Mandatory if report print type is 'X'
- B. Must be 'G', 'S', 'U', 'V' or blank

Cancel Field:

- A. 'C' or blank

7.32 ALTER CURRENTLY SCHEDULED JOBS MENU

```

USER-ID: XXXXX          NASA EQUIPMENT MANAGEMENT SYSTEM          DATE: MM/DD/YY
PROGRAM: INVSUBP1        (INVENTORY SUBSYSTEM)                    TIME: HH:MM:SS
                        - INSTALLATION NAME -

                        JOBS SCHEDULED TO RUN TONIGHT

SEQ RPT  EFF DATE  STATUS COPIES  DISTRIBUTION  FREQUENCY
9   999  MM/DD/YY      9          XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX

ENTER ' ' TO CONTINUE OR 'X' TO EXIT: _____
ENTER SEQ. NUMBER: __ AND NEW STATUS (P=POSTPONE, C=CANCEL, ' '=ON SCHEDULE) _

```

Purpose:

This screen lists all the jobs scheduled to run during the night. Identifying information such as effective date, status, number of copies, distribution, and frequency is displayed for each job. Each job and its information is displayed on one line, with a maximum of ten per screen. Output may span more than one screen.

Called from screen:

This screen is called by the NEMS report selection screen.

Calls screen:

Upon completion, this screen calls the NEMS report selection screen.

Instruction Steps:

Step 1: Information concerning all jobs scheduled to run that night is displayed on the screen. Any of the jobs may be postponed, canceled, or placed on schedule by entering the report sequence number and the new status in the appropriate input fields.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the NEMS Report Selection Menu.

Press the 'ENTER' key.

Edit Criteria:

Exit Field:

- A. 'X' or blank

Sequence Number:

- A. Mandatory
- B. Must be in the range of the report sequence numbers

New Status Field:

Must be blank, 'P', or 'C'

1. Blank - rescheduled to run tonight
2. 'C' - Cancel job

3. 'P' - Postpone job until later

7.33 INVENTORY STANDARD REPORT DISTRIBUTION SCREEN

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM: INVISDP1	(INVENTORY SUBSYSTEM)	TIME: HH:MM:SS
	- INSTALLATION NAME -	
STANDARD REPORT DISTRIBUTION CHANGE		
DISTRIBUTION: NEMS CONTROL PRISMS_		
MAIL STOP: XX_____		
NUMBER OF COPIES: 99		
PRINTER DESTINATION CODE: XXX_____		
REPORT PRINT TYPE - XEROX (X) OR PRINTER (P): X		
BINDING INSTRUCTIONS (IF XEROX): S		
G - GLUE BOUND S - STAPLED		
U - UNBOUND V - VELOBOUND		
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen lists the standard report distribution information for the NEMS system. The user may modify it as their needs require. This information will be used as the default for the submission of On-Request Reports.

Called from screen

This screen is called by the NEMS Report Selection Screen.

Calls screen:

Upon completion, this screen calls the NEMS Report Selection Screen.

Instruction Steps:

Step 1: The standard report distribution information will be displayed on the screen. Change whichever fields you need to meet your requirements.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified fields.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the change at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS Report Selection Menu.

Press the 'ENTER' key.

Edit Criteria:

Distribution:

- A. Mandatory
- B. No further edits

Mail Stop:

- A. Mandatory
- B. No further edits

Number of Copies:

- A. Mandatory
- B. Must be numeric between 1 and 99

Printer Destination Codes:

- A. Mandatory
- B. No further edits

Report Print Types:

- A. Mandatory
- B. Must be 'X' or 'P'

Binding Instructions:

- A. Mandatory if Report Print Type is 'X'
- B. If Report Print Type is 'X', then the Binding Instructions must be either 'G', 'S', 'U', or 'V'

- C. If report print type is 'P', then a Binding Instruction must not be entered

Cancel field:

- A. 'C' or blank

APPENDIX A - ACRONYMS

ADABAS	Adaptable Data Base
DBA	Data Base Administrator
DBMS	Data Base Management System
ECN	Equipment Control Number
NASA	National Aeronautics and Space Administration
NEMS	NASA Equipment Management System
PBCR	Portable Bar Code Reader
PC	Personal Computer
USERID	User Identification